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ABSTRACT

Presented is the bilingual annual report of the Hong Kong Vocational Training Council, arranged in parallel English and Chinese texts. After the council chairman's foreword, the report contains the objectives of the council; a list of council members; and descriptions of the council's activities involving industrial training, technical education, new developments, and finance and staffing. The appendices include lists of training boards and committees, publications, and training courses offered by training centers; a description of the management structure of technical institutes; enrollment statistics of technical institutes; a chart describing technical institute graduates' employment; an auditor's certificate; and annual financial statements. The eight brochures that accompany the report, also printed in both languages, describe Hong Kong's vocational education in general, the Seamen's Training Centre, two industrial training centers, the Electronic Data Processing Training Centre, the Management Development Centre of Hong Kong, the Insurance Training Centre, the Technical Institutes, and the Banking Training Centre. Each brochure includes such information as objectives, courses, staff, fees, training methods, and where to direct inquiries. (CML)

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Vocational Training Council Annual Report 1987/88
職業訓練局一九八七至一九八八年度年報

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The Chairman's Foreword

The year 1987/88 was another successful one for the Vocational Training Council.

The year saw the completion of further major technical education and industrial training projects. These included the opening of the Chai Wan Technical Institute, the Jewellery Industry Training Centre and the Seamen's Training Centre.

Chai Wan is the eighth and the latest technical institute in Hong Kong and the third to be built by the Council. It is also the largest, with a capacity of 2,700 full-time equivalent student places. With its completion, there are now over 10,500 full-time places in the technical institutes, an increase of 135% since the Council was established in 1982 and took over the management of technical institutes. The number of part-time places has also increased from about 35,800 to 49,000 in the last six years.

The Council, however, is not resting on its laurels. It has embarked on further projects to bring about much needed improvements in the teaching facilities and student amenities in the older technical institutes. These include the construction of new annexes at the Kwai Chung Technical Institute and Kwun Tong Technical Institute and the redevelopment of the existing Morrison Hill Technical Institute Annexe. The latter project will also provide permanent accommodation for the Council's Headquarters, those training centres which are currently in rented premises and a new training centre for the wholesale/retail and import/export trades.

Industrial training, too, made considerable progress during the year. The new Jewellery Industry Training Centre set up in early 1987 provides the rapidly growing jewellery industry with more than 100 one-year full-time places for training in basic skills in goldsmithing and precious stone setting.

The Seamen's Training Centre, re-located to its permanent site in Tai Lam Chung, re-commenced operations in February 1988. This purpose-built training centre for seafarers, one of the few in the region, provides both pre-sea training for young people wishing to pursue a seafaring career and modular training for serving seamen to enable them to meet mandatory international standards.

In the six years since its inception, the Council has embarked on and successfully completed a programme of improvement and expansion of technical education and industrial training facilities of which the Council is and Hong Kong generally can be proud. Such achievements however would not have been possible without Government's wholehearted support for the Council's work. For this support and encouragement, the ultimate beneficiary of which is Hong Kong's economy, the Council would like to express its gratitude.

The Council is greatly indebted to the many prominent men of industry and commerce, workers' representatives, educationalists and government officials, who make up the Council's training boards and general committees, for the magnificant work they have done, on the Council's behalf, for their sector of the economy or area of training.

Finally, I would like also to take this opportunity to thank the Executive Director and his dedicated staff for their devotion and hard work and to congratulate them for all that has been achieved.

CHAN Kam-chuen
Chairman
Vocational Training Council

主席序言

一九八七／八八年度，對本局來說，又再是收穫豐盛的一年。

年內，有多項重要的工業教育及訓練計劃相繼完成，例如：柴灣工業學院、珠寶業訓練中心及海員訓練中心都在年內啓用。

新近落成的柴灣工業學院是本港第八間工業學院，亦是由本局興建的第三間；其校舍規模爲各工業學院之冠，可提供二千七百個相等於全日制學額，使現時本港各工業學院的全日制學額總數，增至超過一萬零五百個，較本局於一九八二年成立接管各工業學院時的學額總數，增加了百分之一百三十五。過去六年，部分時間制學額總數亦由約三萬五千八百個增加至四萬九千個。

然而，本局未敢自滿，繼續積極推展各項計劃，包括改善早期落成工業學院的教學設施和學生康樂活動設備，例如在葵涌和觀塘兩間工業學院加建附屬建築物，以及重新發展摩理臣山工業學院的附屬建築物。後者落成後，其平台以上部份，將是本局總辦事處的新址。此外，現時租用外間樓宇的訓練中心和新成立的零沽批發及出入口業訓練中心，亦會設於其內。

年內，工業訓練方面亦有相當大進展。一九八七年初成立的珠寶業訓練中心，現已能爲發展迅速的珠寶業提供逾一百個一年全日制打金工和鑲嵌工基本技術訓練名額。

海員訓練中心於遷往大欖涌新址後，已於八八年二月重開，這間特爲訓練海員而建的中心，是東南亞區少數這類訓練中心之一，不但爲有志以航海爲業的年輕人提供出海前訓練，更爲現職海員提供單元訓練，使他們的技能得以符合國際規定標準。

本局成立至今，已共六載，期間所推行改善及擴展工業學院和工業訓練設施的計劃，經已順利完成，成績有目共睹，本局和本港居民實足引以自豪。然而，設若沒有政府的鼎力支持，本局的工作難有此成績。對於這種支持和鼓勵——最終得益的是本港經濟，本局在此謹誌謝意。

本局各訓練委員會和一般委員會，均由工商界知名人士、工人代表、教育家及政府人員組成。這些人士透過本局，各自爲所屬行業或所負責的訓練範疇作出貢獻，本局亦謹此致謝。

最後，我要藉此機會多謝本局執行幹事和他屬下職員在過去一年內盡忠職守，努力工作。本局之所以能有如此美好成績，他們實在功不可沒。

The Council is building its 19-storey headquarters building at Morrison Hill.
訓練局自置於摩理臣山興建的十九層高總辦事處大樓。

職業訓練局主席
陳鑑泉

Objects of the Council

The Council was established in 1982 under the Vocational Training Council Ordinance for the following purposes:

(i) to advise the Governor on the measures required to ensure a comprehensive system of technical education and industrial training suited to the developing needs of Hong Kong,

(ii) to institute, develop and operate schemes for training operatives, craftsmen, technicians and technologists needed to sustain and improve industry,

(iii) to establish, operate and maintain technical institutes and industrial training centres.

Membership of the Council

Unofficial Members

The Hon. CHAN Kam-chuen, OBE, JP *(Chairman)*
The Hon. WONG Po-Yan, CBE, JP *(Deputy Chairman)*
Mr. Peter F. Barrett
Mr. Graham CHENG Cheng-hsun, JP
Dr. David J. Johns
The Hon. LEE Yu-tai
Mr. John LOK Hsiao-pei
Mr. Frank NG Hak-tsun
The Hon. NGAI Shiu-kit, OBE, JP
The Hon. TAM Yiu-chung
Mr. Dennis TING Hok-shou, JP
Dr. the Hon. Daniel TSE Chi-wai, OBE, JP
Mr. TSE Tsun-him, MBE
Dr. Howard S. Ward
The Hon. Andrew WONG Wang-fat
Dr. Enoch YOUNG Chien-ming
Dr. Henry YU Tat-ching, MBE

Official Members

Director of Technical Education and Industrial Training
Secretary for Economic Services
Director of Education
Commissioner for Labour

Executive Director

Mr. Horace R. Knight, MBE, JP *(Director of Technical Education and Industrial Training)*

Membership of Administration Committee

Dr. David J. Johns *(Chairman)*
Mr. Peter F. Barrett
Mr. Graham CHENG Cheng-hsun, JP
Mr. Dennis TING Hok-shou, JP
Mr. TSE Tsun-him, MBE
Secretary for the Civil Service *(or his representative)*

Membership of Estates Committee

Mr. John LOK Hsiao-pei *(Chairman)*
The Hon. LEE Yu-tai
The Hon. NGAI Shiu-kit, OBE, JP
The Hon. Andrew WONG Wang-fat
Dr. Enoch YOUNG Chien-ming
Director of Architectural Services *(or his representative)*

Membership of Finance Committee

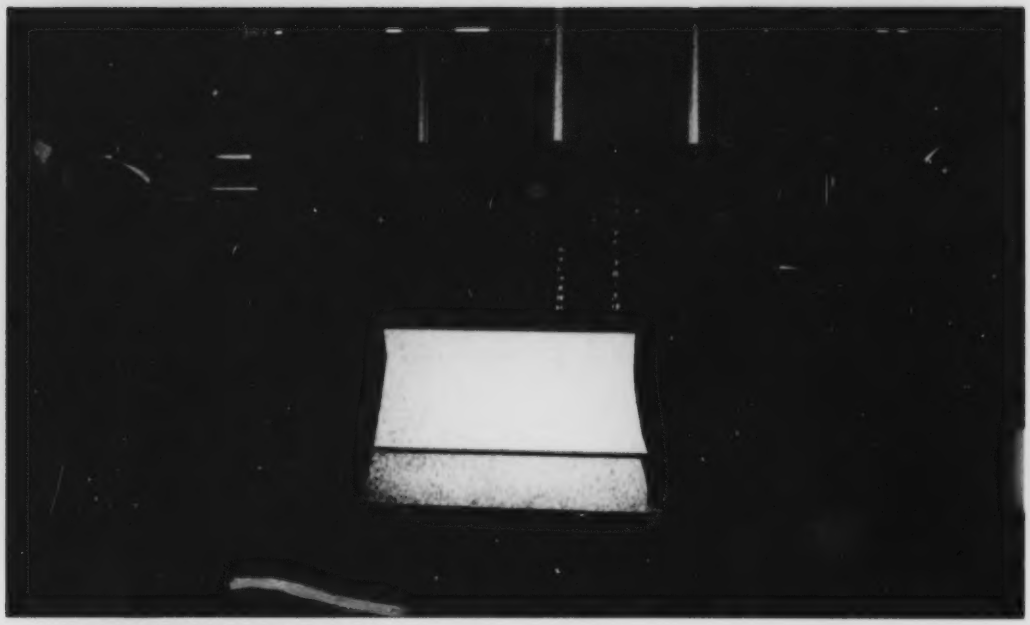
The Hon. WONG Po-yan, CBE, JP (Chairman)
Mr. Frank NG Hak-tsun
The Hon. TAM Yiu-chung
Dr. the Hon. Daniel TSE Chi-wai, OBE, JP
Dr. Howard S. Ward
The Hon. Andrew WONG Wang-fat
Dr. Henry YU Tat-ching, MBE

The Council Chairman is an ex-officio member of all Council Committees and the Executive Director, as the Director of Technical Education and Industrial Training, may attend any Committee meeting under Section 9 (2) of the VTC Ordinance.

During the year up to 31 March 1988, the Council held one meeting, the Administration Committee met three times and the Finance and Estates Committees met four and three times each respectively.

Accompanied by the Council's Executive Director, Mr. Horace Knight (right) and the Principal, Mr. K. F. Leung (left), the Governor visits the Chai Wan Technical Institute.
港督由委員會的上級觀學院工業學院，陪同者馬本局執行幹事黎澤璧先生（右）及該學院院長梁錦芳先生（左）。

職業訓練局的目標



The Governor, Sir David Wilson (right), accompanied by the Council Chairman, the Hon. Chan Kam-chuen (second left) and the Executive Director, Mr. Horace Knight (left), unveils the commemorative plaque at the opening ceremony of Chai Wan Technical Institute.
柴灣工業學院啓用典禮，港督衞奕信爵士(右)，香本局主席陳鑑泉議員(左二)及執行幹事黎澤鑒先生(左)揭回下，主持紀念牌匾揭幕。

本局乃根據職業訓練局條例於一九八二年設立，目標如下：

(一) 爲確保本港建立一全面而符合其發展需要的工業教育及訓練制度，就所需的措施，向總督提供意見；

(二) 制訂、發展及推行操作工、技工，技術員和技師等的訓練計劃，以維持及促進工業；

(三) 設立及辦理工業學院和工業訓練中心。

職業訓練局成員

非官守委員
陳鑑泉議員OBE,JP(主席)
黃保欣議員CBE,JP(副主席)
畢　烈先生
鄭正訓先生JP
莊賢智博士
李汝大議員
陸孝佩先生
吳克進先生
倪少傑議員OBE,JP
譚耀宗議員
丁鶴壽先生JP
謝志偉議員OBE,JP
謝俊謙先生MBE
屈孝華博士
黃宏發議員
楊健明博士
余達澄博士MBE

官守委員
工業教育及訓練署署長
經濟司
教育署署長
勞工處處長

執行幹事
黎澤鑒先生MBE,JP(工業教育及訓練署署長)

行政委員會成員

莊賢智博士(主席)
畢　烈先生
鄭正訓先生JP
丁鶴壽先生JP
謝俊謙先生MBE
銓敍司(或其代表)

產業管理委員會成員

陸孝佩先生(主席)
李汝大議員
倪少傑議員OBE,JP
黃宏發議員
楊健明博士
建築署署長(或其代表)

財務委員會成員

黃保欣議員CBE,JP(主席)
吳克進先生
譚耀宗議員
謝志偉議員OBE,JP
屈孝華博士
黃宏發議員
余達澄博士MBE

Training Boards and General Committees

The following 19 Training Boards and seven General Committees were in existence as at 31 March 1988:

(a) Training Boards
- Accountancy Training Board
- Automobile Industry Training Board
- Banking Training Board
- Building and Civil Engineering Industry Training Board
- Clothing Industry Training Board
- Electrical Industry Training Board
- Electronics Industry Training Board
- Hotel, Catering and Tourism Training Board
- Insurance Training Board
- Jewellery Industry Training Board
- Journalism Training Board
- Machine Shop and Metal Working Industry Training Board
- Merchant Navy Training Board
- Plastics Industry Training Board
- Printing Industry Training Board
- Shipbuilding, Ship Repair and Offshore Engineering Industry Training Board
- Textile Industry Training Board
- Transport and Physical Distribution Training Board
- Wholesale/Retail and Import/Export Trades Training Board

(b) General Committees
- Committee on Apprenticeship and Trade Testing
- Committee on Electronic Data Processing Training
- Committee on Management and Supervisory Training
- Committee on Precision Tooling Training
- Committee on Technical Education
- Committee on Training of Technologists
- Committee on Translation

Seamen's Training Centre at Tai Lam Chung

坐落於大欖涌的海員訓練中心。

本局主席乃所有訓練局委員會的當然委員，而根據職業訓練局條例第九條第(2)款，作爲工業教育及訓練署署長的執行幹事，亦可出席任何委員會的會議。

截至一九八八年三月三十一日止的一年內，本局召開過一次會議，而屬下的行政委員會曾召開三次會議；財務委員會和產業管理委員會則曾分別召開四次及三次會議。

訓練委員會和一般委員會

截至一九八八年三月三十一日爲止，本局計有以下十九個訓練委員會和七個一般委員會：

(甲) 訓練委員會

會計業訓練委員會
汽車業訓練委員會
銀行業訓練委員會
土木工程及建築業訓練委員會
製衣業訓練委員會
電機業訓練委員會
電子業訓練委員會
酒店業、飲食業及旅遊業訓練委員會
保險業訓練委員會
珠寶業訓練委員會
新聞業訓練委員會
金屬品製造業訓練委員會
商船海員訓練委員會
塑膠業訓練委員會
印刷業訓練委員會
船舶修建及離岸工程業訓練委員會
紡織業訓練委員會
貨運業訓練委員會
零沽批發及出入口業訓練委員會

(乙) 一般委員會

學徒訓練及技能測驗委員會
電子資料處理訓練委員會
管理及督導訓練委員會
精密工具製造訓練委員會
工業教育委員會
技師訓練委員會
翻譯事務委員會

Industrial Training

Training Boards and General Committees

Each of the training boards is responsible for determining the manpower needs of the economic sector for which it has been established and making recommendations on how these needs are to be met, prescribing job specifications and designing training programmes and trade tests for principal jobs in the sector. The seven general committees established under the Council deal with training areas, implicit in their names, which affect more than one sector of the economy. All the training boards and general committees are served by professional staff of the Council secretariat. The membership of the boards and committees is shown in Appendix 1.

Manpower Research

All training boards and some general committees carry out once every two years manpower surveys of the major economic sectors to quantify the demand of these sectors for manpower. These surveys are conducted with the assistance of the Census and Statistics Department.

During 1987/88, manpower surveys were conducted in twelve industrial and commercial sectors - building and civil engineering; clothing (including handbag); electrical; electronic data processing; furniture; insurance; jewellery; merchant navy; plastics; printing; transport and physical distribution; and textiles. The survey findings, the boards' or committees' forecast of future manpower requirements and recommendations on training measures are presented in the reports on these surveys. The reports have either been published or are under preparation.

Trainees learning how to operate a new two-colour printing press at the Printing Industry Training Centre.
印刷業訓練中心的學員正學習操作一部新式的雙色印刷機。

The analyses in these reports provide the Council and the Government with useful information in formulating policies which are aimed at bringing about a balance between manpower demand and supply. The information also helps employers in formulating their training policies; educators, training centres, educational institutions (including the universities, polytechnics and technical institutes) in planning their courses; and careers guidance officers and young people in identifying employment opportunities and choosing a career. A list of the survey reports published in 1987/88 is shown in Appendix 2.

Training Manuals

Training manuals are prepared and disseminated by the training boards and some general committees for the purposes of establishing an acceptable and uniform standard of skill for the principal jobs in their respective economic sectors, assisting employers in drawing up systematic training programmes for their trainees/apprentices and assessing the competence of their workers and providing guidelines for technical institutes and training centres in planning their courses. These training materials include job specifications, training programmes, trade test guidelines, manuals of training curricula and English-Chinese glossaries of common technical terms. A list of the training manuals published in 1987/88 is shown in Appendix 2.

Training Centres

During the year, 16 training centres were in operation. These were:

(1) Automobile Industry Training Centre,
(2) Electrical Industry Training Centre,
(3) Electronics Industry Training Centre,
(4) Electronic Data Processing Training Centre,
(5) Gas Industry Training Centre,
(6) Hotel Industry Training Centre,
(7) Insurance Training Centre,
(8) Jewellery Industry Training Centre,
(9) Machine Shop and Metal Working Industry Training Centre,
(10) Management Development Centre of Hong Kong,
(11) Plastics Industry Training Centre,
(12) Precision Tooling Training Centre,
(13) Printing Industry Training Centre,
(14) Seamen's Training Centre,
(15) Textiles Industry Training Centre, and
(16) Welding and Related Trades Training Centre.

The new Jewellery Industry Training Centre started operation in November 1987 and the new Seamen's Training Centre had its first intake of

訓練委員會和一般委員會

本局屬下的各訓練委員會負責釐定其所屬行業的人力需求，並建議應付的方法；更要就業內的主要職務編製工作範圍、訓練方案和技能測驗。至於七個一般委員會，所負責的訓練範圍，從其命名即可見到，並不局限於某一行業。所有訓練委員會和一般委員會均有本局的專業職員負責其職務。各委員會的委員名單詳載於附錄一。

人力調查

所有訓練委員會和部分一般委員會每兩年一次對各主要行業進行人力調查，以確定各行業的人力需求。調查工作由政府統計處協助進行。

在一九八七／八八年度，本局曾對十二個工商行業進行人力調查，即：土木工程及建築業、製衣業（包括手袋業）、電機業、電子資料處理業、傢俬業、保險業、珠寶業、商船海員業、塑膠業、印刷業、貨運業、以及紡織業。調查所得資料、各委員會對未來人力需求的預測、以及有關訓練事宜的建議等，均由各該委員會編製成報告書發表。部分報告書經已出版，另有部分則在草擬中。

各報告書內的分析可爲本局及政府當局提供有用的資料，以便制訂政策，使本港的人力供求得以均衡。各業僱主可根據這些資料，制訂訓練政策；教育工作者、訓練中心、教育院校（包括大學、理工學院及工業學院等）可利用這些資料來策劃課程；就業輔導員及年輕人則可從這些資料了解各業的就業機會，從而作出選擇。本局在一九八七／八八年度出版的各報告書，詳列於附錄二。

訓練資料

各訓練委員會及若干一般委員會所編訂和分發的訓練手冊，旨在爲所負責行業的主要職務制定劃一而可行的技能標準；協助僱主爲受訓者／學徒編訂訓練方案，和評估僱員的工作能力；以及在工業學院和訓練中心編訂課程時提供指引。這些訓練手冊計有：工作範圍、訓練方案、技能測驗準則、訓練課程大綱、以及中英對照的常用專門詞彙等。本局在一九八七／八八年度出版的訓練手冊，詳列於附錄二。

訓練中心

本局目前共有十六間訓練中心，即：

(1) 汽車業訓練中心
(2) 電機業訓練中心
(3) 電子業訓練中心
(4) 電子資料處理訓練中心
(5) 氣體燃料業訓練中心
(6) 酒店業訓練中心
(7) 保險業訓練中心
(8) 珠寶業訓練中心
(9) 金屬品製造業訓練中心
(10) 香港管理專業發展中心
(11) 塑膠業訓練中心
(12) 精密工具製造訓練中心
(13) 印刷業訓練中心
(14) 海員訓練中心
(15) 紡織業訓練中心
(16) 焊接業訓練中心

新成立的珠寶業訓練中心已於一九八七年十一月啓用，而新建的海員訓練中心已於一九八八年二月開始招收學員。除上述訓練中心外，還有一間新近成立的銀行業訓練中心，設於暫時租用樓宇內，已於一九八八年四月局部啓用。除了海員訓練中心、電子資料處理訓練中心、保險業訓練中心、銀行業訓練中心、以及香港管理專業發展中心之外，其餘的訓練中心不是設在九龍灣訓練中心綜合大樓，便是設在葵涌訓練中心綜合大樓內；少數訓練中心，則在兩所大樓都有設立。

除了管理專業發展中心之外，其他訓練中心都提供多種全日制的技術員級、技工級及操作工級課程；有些更爲在職人士舉辦部分時間制進修課程，以提高他們的技術水平，或使他們的資歷符合法例規定。在一九八七年的暑期，汽車業訓練中心、電機業訓練中心、電子業訓練中心、金屬品製造業訓練中心、塑膠業訓練中心、及精密工具製造訓練中心，曾爲香港大學和香港中文大學的工科學生提供基本工場實務訓練。各訓練中心所開辦的課程及完成訓練的人數，詳載於附錄三。

各訓練中心的全日制技工級課程與初中成績評核制度配合，使中三畢業生可透過該制度申請進入訓練中心受訓。一般而言，中心的各項課程凡年滿十五歲的人士均可申請入讀，而短期課程，則全年均接受報名。

技師訓練

技師訓練委員會繼續統籌「工科畢業生訓練計劃」，協助工科畢業生和「廠校交替」制工科生獲得所需的實務訓練，以便取得香港工程師學會及其他認可專業學會的專業資格。

參與這項計劃的僱主，必須爲工科畢業生提供實務訓練，其程度須達到各專業學會（例如香

trainees in February 1988. The new Banking Training Centre, not included in the above list, will become partially operational in temporary leased premises in April 1988. With the exception of the Seamen's Training Centre, the Electronic Data Processing Training Centre, the Insurance Training Centre, the Banking Training Centre and the Management Development Centre, all other training centres are housed in either the Kowloon Bay Training Centre Complex or the Kwai Chung Training Centre Complex or both.

Except the Management Development Centre, all the other centres offered various full-time courses at the technician, craft and operative levels. Part-time up-grading courses were also offered by some centres to serving workers either to upgrade their skills or to enable them to meet statutory requirements. In the summer of 1987, the Automobile Industry Training Centre, the Electrical Industry Training Centre, the Electronics Industry Training Centre, the Machine Shop and Metal Working Industry Training Centre, the Plastics Industry Training Centre and the Precision Tooling Training Centre provided basic workshop training to engineering undergraduates from the University of Hong Kong and the Chinese University of Hong Kong. Details of the courses offered and the trainee output by the centres are shown in Appendix 3.

The full-time craft level course in training centres are linked to the Junior Secondary Education Assessment System so that Form 3 students can apply for a training place through the system. In general, all courses are open to people over the age of 15 and applications to short courses are accepted all year round.

Technologists Training

The Committee on Training of Technologists continued to administer the Engineering Graduate Training Scheme (EGTS). The Scheme aims at bringing about adequate practical training opportunities for engineering graduates and engineering students in sandwich courses to enable them to obtain the practical training they need to satisfy the training requirements of the Hong Kong Institution of Engineers as well as other recognized institutions for professional status.

Employers participating in the scheme are required to provide practical training of a standard that is acceptable to the professional institutions, viz. the Hong Kong Institution of Engineers and the equivalent United Kingdom institutions, for the conferment of their corporate membership status. To provide an incentive to both employers and trainees, the Council subsidizes the salary of trainees in the scheme for a period of 18 months. During the year, 212 graduates and 22 sandwich student trainees commenced training under the EGTS and 160 completed their training.

In addition to administering the EGTS, the Committee on Training of Technologists coordinated the provision of basic workshop practice in the Council's training centres to 235 and 66 engineering undergraduates respectively from the University of Hong Kong and the Chinese University of Hong Kong.

The Committee also continued to administer the pilot scheme for training Application-Specific Integrated Circuits (ASIC) design engineers on behalf of the Industry Department. The object of the scheme is to bring about in Hong Kong a pool of indigenous engineers trained in ASIC design and to encourage investment in ASIC technology. During the year, seven ASIC trainees commenced training under the scheme.

During the year, professional staff of the Industrial Training Division made 534 visits to establishments to promote the EGTS and the ASIC training scheme as well as to monitor the performance of trainees under the two schemes. There is also a free placement service to assist employers in recruiting graduates for training and graduates in finding training opportunities.

Apprentice Training and Trade Testing

Technicians and craftsmen in industry are most effectively trained through formal apprenticeship. The period of training for a technician is normally four years and that for a craftsman is either three or four years. Throughout the period of apprenticeship, apprentices receive planned on-the-job practical training and experience. At the same time they are sponsored by their employers to receive complementary technical education on a part-time day release basis at either the technical institutes or the Hong Kong Polytechnic.

A free placement service is available to employers wishing to recruit apprentices and to school leavers looking for apprenticeship opportunities. During the year, professional staff of the Industrial Training Division made more than 640 visits to industrial establishments to promote formal apprenticeship or to assist these establishments in setting up new apprentice training schemes or improving existing ones. More than 1,250 employers made use of the free placement service. In the year, 4,968 apprentices were registered

港工程師學會及同等的英國學會)所規定加入爲正式會員所應有的水平。爲鼓勵僱主和受訓者，本局爲參加該項計劃的受訓者提供薪金津貼達十八個月。年內，分別有二百一十二名畢業生和二十二名「廠校交替」制學生參加這項計劃，完成訓練的有一百六十人。

技師訓練委員會除負責工科畢業生訓練計劃外，亦爲香港大學二百三十五名工科生和香港中文大學六十六名工科生，安排在本局屬下的訓練中心接受基本工場實務訓練。

該委員會亦繼續爲工業署統籌一項試驗性質的專用集成電路（ASIC）設計工程師訓練計劃，目的是爲本港培訓一批設計專用集成電路的本地專業人材，以及鼓勵僱主投資在這門技術上。年內，有七名工程師參加這項訓練計劃。

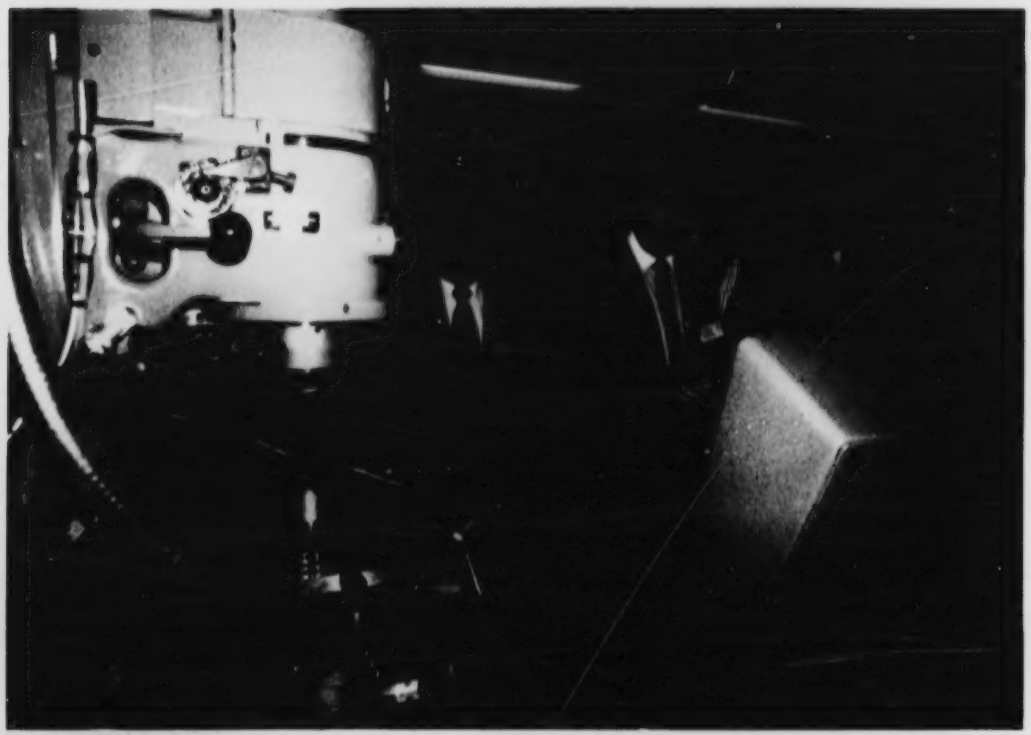
在一九八七／八八年度，本局工業訓練科的專業職員曾到各機構訪問，前後共五百三十四次，以推廣工科畢業生訓練計劃和專用集成電路設計訓練計劃，以及視察該兩項計劃參加者的表現。本局亦提供免費的就業輔導服務，既協助僱主招聘畢業生受訓，亦協助畢業生獲得受訓機會。

學徒訓練及技能測驗制度

訓練技術員和技工最有效的方法，是透過正規的學徒訓練計劃。技術員學徒的訓練期通常爲四年，而技工學徒的訓練期則爲三至四年不等。在訓練期間，僱主會爲學徒提供有系統的在職實務訓練，讓其從中吸取工作經驗。同時，學徒亦得到僱主贊助，在工業學院或香港理工學院以日間給假調訓制的方式接受相輔相成的工業教育。

本局提供免費就業輔導服務，協助僱主招聘學徒，並爲離校學生安排參加適當的學徒訓練計劃。年內，工業訓練科的專業職員曾到各機構進行訪問超過六百四十次，推廣正規的學徒訓練計劃，或協助這些機構設立學徒訓練計劃，或改善現有的學徒訓練計劃。有超過一千二百五十名僱主透過免費就業輔導服務招募學徒。年內，根據學徒條例登記成爲學徒的人士共四千九百六十八名，而完成學徒訓練的，則有一千六百九十三名。本局職員除向僱主推廣人力訓練外，亦曾舉行一百六十二次講座，向畢業學生講述現有的訓練機會和職業前途，使他們知道可以透過正式的訓練計劃投身工商界。

自本局決定推行自願性質的技能測驗及證書頒發制度後，各有關訓練委員會已開始爲所屬行業推行該項制度做好準備工作。



The Chief Secretary, Sir David Ford (right), visits the Precision Tooling Training Centre and four other centres in the Kowloon Bay Training Centre Complex.
布政司霍德爵士(右)參觀設於九龍灣訓練中心綜合大樓內的精密工具訓練中心及其他四個訓練中心。

under the Apprenticeship Ordinance, and another 1,693 completed their training. In addition to promoting manpower training among employers the officers also gave 162 talks to school leavers on training opportunities and careers prospects in industry and commerce through proper training.

Following the Council's decision to introduce a voluntary trade testing and certification system, the relevant training boards have begun preparation for introducing and conducting trade tests for their industries.

Traineeship Scheme

The traineeship scheme, which is the equivalent of the apprenticeship scheme in the industrial sectors, was devised for the training of supervisory and clerical personnel in commercial sectors. It calls for a training period of three years during which the employer provides the trainee organized on-the-job training and releases the trainee to attend related education on a part-time day release basis. An agreement of traineeship, the equivalent of the apprenticeship contract, is signed between the employer and the trainee.

The traineeship scheme is well supported by employers in the accountancy and insurance sectors. During the year, professional staff visited 63 establishments to assist them in setting up traineeship schemes and 121 commercial establishments made use of the placement service in the recruitment of trainees.

Subsidized Courses

Seven training boards devised and organized, in co-operation with training/education institutions, subsidized training courses for employees of the sectors they covered. The need for these courses is derived from research into the training demands as revealed by manpower surveys and the training courses already available in Hong Kong. During the year, a total of 82 subsidized courses were offered to about 2,700 participants.

Conferences and Seminars

To provide upgrading or specialized training to existing workers in their respective sectors, some training boards and general committees also organize from time to time training conferences/symposia/seminars on specific subjects for these workers. During the year, a total of 15 such training seminars/conferences were organized.

Publicity Activities

All training boards and general committees were involved in publicizing the training opportunities available in their respective sectors. Such activities included the preparation and dissemination of pamphlets and posters and the organization of seminars, exhibitions and training centre open days.

To promote apprentice training, the Automobile Industry Training Board organized the annual Best Apprentice Competition in July/August 1987.

Delegations to Overseas

To obtain first-hand knowledge of technical education and industrial training in other countries, delegations from the Committee on Technical Education, the Electronics Industry Training Board, the Plastics Industry Training Board, and the Printing Industry Training Board visited the Federal Republic of Germany, the Netherlands, the United Kingdom and the U.S.A. respectively.

Management Training

As part of its work of research, development, co-ordination and promotion of management training, the Management Development Centre completed the development of a General Management Programme for general managers and arranged for its transfer to other institutions. It has also completed the experimental phase of a Distance Learning Programme for Owner-managers and is about to complete research project reports on job characteristics, training needs of supervisors and in-company management development practices. It has further commenced work on an experimental Managerial Assessment Programme, a pilot project on Small Business Services, and a joint project with the City Polytechnic of Hong Kong on Personnel Management and Training Practices in Hong Kong. The Centre set up a Case Study Clearing House and co-ordinated case study groups. It also organized a number of workshops and conferences for management teachers and trainers.

The Committee on Management and Supervisory Training organized two conferences to provide a forum for discussion for representatives from industry, training boards, education/training institutions and professional bodies. It has also published a comprehensive report on its economy-wide survey of manpower and training needs of managers and supervisors.

Trainees at the Textile Industry Training Centre learning how to use computer-aided-design equipment.
紡織業訓練中心的學員正學習使用電腦輔助設計器材。

見習員訓練計劃

見習員訓練計劃是爲訓練商界的督導人員和文書人員而設，相當於工業界的學徒訓練計劃。在爲期三年的訓練中，僱主爲見習員提供有系統的在職訓練，而該見習員則同時須在工業院校修讀日間給假調訓制的有關課程。僱主與見習員須簽訂一份相當於學徒合約的訓練合約。

見習員訓練計劃已在會計業和保險業內進行，並得到僱主積極支持。年內，本局的專業職員訪問了六十三間機構，協助設立見習員訓練計劃。有一百二十一間商業機構透過本局的就業輔導服務招請見習員。

資助課程

本局七個訓練委員會與多間訓練機構及教育院校合作，爲所屬行業的僱員設計及舉辦資助訓練課程。至於各業對這些課程的需求情況，各訓練委員會是在研究人力調查有關訓練需求的資料，以及本港現有的訓練課程後才定出的。年內，本局合共舉辦了八十二項資助課程，參加人數約爲二千七百名。

會議及研討會

部分訓練委員會和一般委員會不時籌辦專題訓練會議／講座／研討會，爲所屬行業現職僱員提供進修或專門訓練的機會。年內，一共舉辦過十五次這類訓練研討會／會議。

宣傳活動

所有訓練委員會和一般委員會均積極宣傳其行業內的訓練機會，方法包括印製小冊子和海報來派發；舉辦研討會、展覽會及訓練中心開放日等。

爲了推廣學徒訓練，汽車業訓練委員會於一九八七年七、八月期間，舉辦了一年一度的最佳學徒比賽。

海外考察

爲取得其他國家工業教育及訓練情況的第一手資料，工業教育委員會，電子業訓練委員會、塑膠業訓練委員會及印刷業訓練委員會，曾分別組織代表團前往西德、荷蘭、英國及美國考察。

管理專業訓練

香港管理專業發展中心的工作是研究、發展、協調及推廣管理專業訓練。年內，已完成發展以高層管理人員爲對象的高層管理發展計劃，並已安排將此計劃交由其他機構進一步發展；此外，一項爲東主經理而設的遙距課程，其試驗階段亦告完結。至於即將完成的項目計有：督導人員的工作特點與訓練需求研究報告，以及公司內部管理發展方法的研究報告。已開始的項目則有：試驗性質的管理人員評估計劃；小型企業諮詢服務試驗計劃；以及該中心與香港城市理工學院合作的香港人事管理及訓練方法研究。管理專業發展中心最近成立一個個案研習及整理中心，並協調各個案研究小組的工作。管理專業發展中心亦爲管理學教師及培訓人員舉辦了多個研討會及會議。

管理及督導訓練委員會曾舉辦兩次專題會議，俾來自工商界、訓練委員會、教育／訓練院校及專業團體的代表，聚首一堂，交流意見。該委員會亦出版了一份詳盡的管理及督導人員人力及訓練需求調查報告書。

Technical Education

One of the computer centres serving the technical institutes.
本局轄下其中的一間電腦中心爲工業學院提供服務

Committee on Technical Education

The Committee on Technical Education is responsible to the Council for all matters related to the administration, co-ordination and development of technical education provided in the technical institutes. During the year, the Committee continued to monitor the development of the new technical institutes at Tuen Mun, Sha Tin and Chai Wan, the progress in the planned expansion of the Kwai Chung and Kwun Tong technical institutes and the re-development of the Morrison Hill Technical Institute.

A delegation of the Committee, headed by the Chairman, visited the Federal Republic of Germany in February 1988 to study the provision and administration of technical education in that country. A number of local industrial visits were also made.

The committee structure established to assist the Council in the management of the technical institutes is shown in Appendix 4.

Technical Institutes

The opening of Chai Wan Technical Institute in September 1987 brought the number of technical institutes in operation to eight. These institutes comprise altogether 40 teaching departments covering the following 15 disciplines :-

Applied Science
Clothing
Commercial Studies
Computing Studies
Construction
Design
Electrical Engineering
General Studies
Hotel-keeping and Tourism Studies
Industrial Technology
Mechanical Engineering
Marine Engineering and Fabrication
Motor Vehicle Engineering
Printing
Textiles

Applied science, clothing, hotel-keeping and tourism studies, industrial tecchnology, marine engineering and fabrication, printing and textiles courses are at present only offered in one institute, while the major engineering and commercial courses are offered at most institutes.

Types of Courses

The technical institutes offer courses at two distinct levels, namely, craft or post-Secondary 3 level and technician or post-Secondary 5 level, on a full-time, part-time day-release and part-time evening basis.

The duration of most full-time craft level courses is one year while that of part-time craft level courses is normally three. The latter lead to the award of a Craft Certificate. Full-time technician level programmes are mostly of two years duration and lead to the award of a Diploma. Part-time technician level students usually take a Certificate programme which involves either two or three years of study and graduates of such programmes may seek admission to a Higher Certificate programme at the Hong Kong Polytechnic.

The technical institutes also offer a wide range of short courses. These courses are mostly designed to cater to the needs of those already in employment who wish either to update their knowledge or acquire new knowledge. Short courses are offered both during the term-time and in the summer recess.

工業教育委員會

工業教育委員會就管理、協調及發展工業學院的工業教育事宜向職業訓練局負責。年內，該委員會除繼續監察屯門、沙田及柴灣三間新工業學院的發展外，由於葵涌及觀塘兩間工業學院擴建及摩理臣山工業學院重建，同時亦密切留意此三者的工程進度。

該委員會主席曾於一九八八年二月率領一個代表團往西德，研究該國工業教育的設施及推行情況。此外，該委員會亦曾多次訪問本港的工業機構。

本局設有多個委員會以協助管理各工業學院，其架構載於附錄四。

工業學院

自一九八七年九月柴灣工業學院落成啓用後，本港工業學院的數目已增至八間。目前，各工業學院共設有四十個學系，分屬以下十五個學科：

應用科學
製衣
商業
電腦
營造
設計
電機工程
文理工學
酒店經營及旅遊
工業技術
機械工程
輪機工程及構造
汽車工程
印務
紡織工業

應用科學、製衣、酒店經營及旅遊、工業技術、輪機工程及構造、印務、及紡織工業等學科，目前只有一間工業學院開辦；但主要的工科及商業學科，則大部份工業學院均有辦理。

課程種類

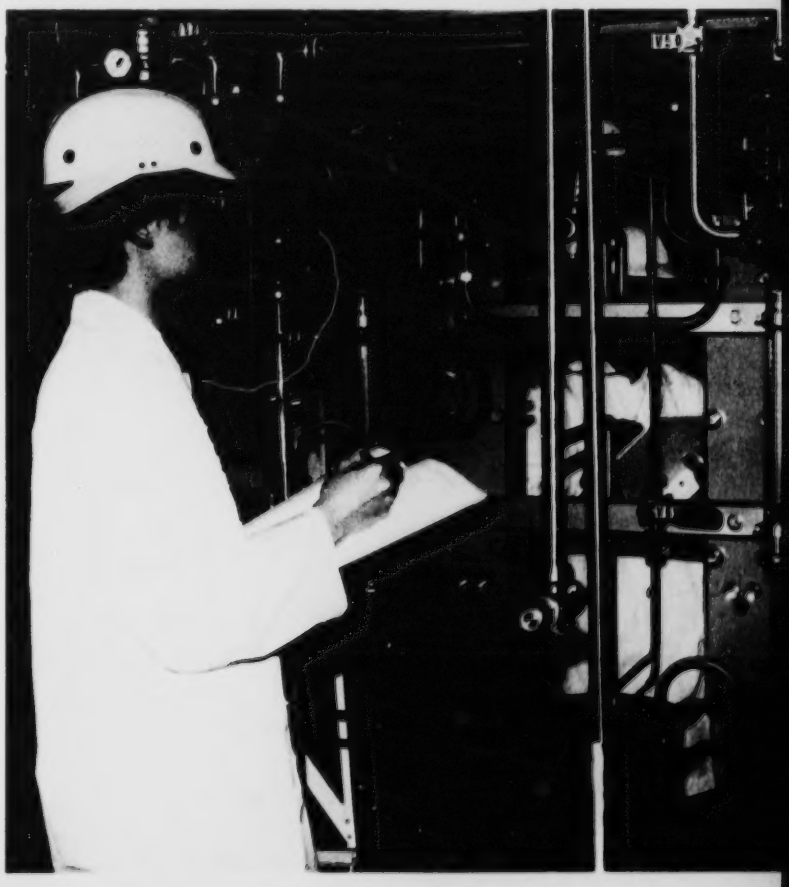
工業學院設有兩種程度的課程，即技工課程（學員已修畢中三）和技術員課程（學員已修畢中五）。上課方式主要有三種，即全日制、日間給假調訓制及夜間制。

大部分全日制技工課程修業期爲一年；日間調訓制及夜間制技工課程，修業期則通常爲三年，結業可獲發技工證書。全日制技術員課程修業期大多爲兩年，結業可獲頒發文憑。調訓制及夜間制技術員課程學生，通常在修畢兩年或三年的證書課程後，如獲香港理工學院取錄，可修讀高級證書課程。

各工業學院亦提供多種短期課程。這些課程在學期內及暑假期間均有開辦，主要爲有意進修或汲取新知的在職人士而設。

課程的承認

本局委任六十二名校外考試委員，負責評檢工業學院課程的學生成績。大部分商業課程均獲有關專業學會承認，而修畢課程的學生可獲豁免部分入會考試。大部分工程科及有關學科的技術員課程亦獲英國商業及技術員教育局承認。一九八七／八八學年，約有一千四百五十名新生登記修讀此等課程，以便獲得該局所頒的資格。該局所訂立的課程標準及成績評檢綜合制度，爲各工業學院提供一個客觀標準，以評核及保持其水準。



Ultra high temperature sterilizer at Chai Wan Technical Institute's Food Technology Laboratory.
柴灣工業學院的食品工藝實驗室，裝置有超高溫消毒設備。

Validation of Courses

The Council has appointed 62 external moderators and examiners to moderate the students' attainment for the full range of technical institute courses. Most commercial courses are recognized by relevant professional bodies and students who successfully complete their studies are granted exemption from part of their membership examinations. The majority of technician programmes in engineering and allied disciplines are validated by the Business and Technician Education Council (BTEC) of the United Kingdom and in the academic year 1987/88 about 1,450 new students registered for BTEC awards. This comprehensive system of validation and moderation provides an external bench-mark for the technical institutes to assess and maintain standards.

Student Enrolments

The admission of students into most full-time craft level courses has been linked with the Junior Secondary Education Assessment (JSEA) allocation system since 1981. This year, 26 courses covering 12 disciplines were available to Secondary 3 leavers. Altogether there were 14,290 qualified applicants for 4,160 places on these full-time post-Secondary 3 courses. School leavers seeking admission to full-time technician level courses are selected mainly on the basis of the results obtained in the Hong Kong Certificate of Education Examination. In 1987, 21,249 qualified candidates applied for 4,234 places on full-time post-Secondary 5 courses. The more popular disciplines in terms of applicant to place ratio were design, general studies, hotel-keeping and tourism studies, applied science, computing studies and commercial studies. In October 1987, the technical institutes had about 10,413 full-time students.

The technical institutes accord priority to part-time day-release courses and practically all qualified applicants are admitted to courses appropriate to their employment. About 6,690 new craft level students and 2,480 new technician level students were admitted to part-time day-release classes in the institutes in the 1987/88 academic year and including the continuing students, the enrolment of part-time day-release students was about 13,780.

The technical institutes offer a wide range of evening programmes. These fulfil an important function in that they offer a chance for people who might not have had the opportunity of furthering their education along the more traditional routes. They also provide an opportunity for those who wish to improve their qualifications. In 1987 there were 61,865 qualified applicants for 18,900 new places. The total enrolment was 28,397 students. Students are selected for admission to evening courses either on the basis of their academic performance or by means of entrance examinations and interviews. With this very large enrolment, many evening classes have to be conducted in rented school premises. In 1987/88 the technical institutes used 418 classrooms in 34 outside centres.

The total number of students on roll in all classes as at 1 November 1987 was approximately 52,600. This represents an increase in total student numbers of about 7% compared with the previous year. A breakdown of enrolments into disciplines and modes of attendance is given in Appendix 5.

In-course Industrial/Commercial Attachments

Full-time Diploma students in most disciplines are expected to receive practical work experience during the summer vacation following completion of the first year of their studies. In 1987, 378 employers responded to the institutes' request for support for this in-course attachment programme and offered a total of 1,031 places which together with another 551 places secured through other means met 68% of the total number of places required.

Scholarship and Financial Aid to Students

There are two financial aid schemes for technical institute full-time students, namely, the fee remission scheme and the student grant scheme. The fee remission scheme exempts needy students from paying all or part of course fees. Students in need of financial aid may apply for a student grant and in 1987/88, the total amount of grant made was $1,360,000. From time to time, the technical institutes also receive scholarship donations from outside bodies. In the academic year ending July 1987, 416 scholarship awards with a total value of $375,720 were given to full-time and part-time evening students.

Academic Support Services

Each technical institute is equipped with a number of microcomputers and mini-computer terminals housed in computer rooms. These rooms are open from 9:00 a.m. to 9:00 p.m. for class teaching as well as for use by students for hands-on experience or project work.

The library facilities of the technical institutes were further improved during the year with the

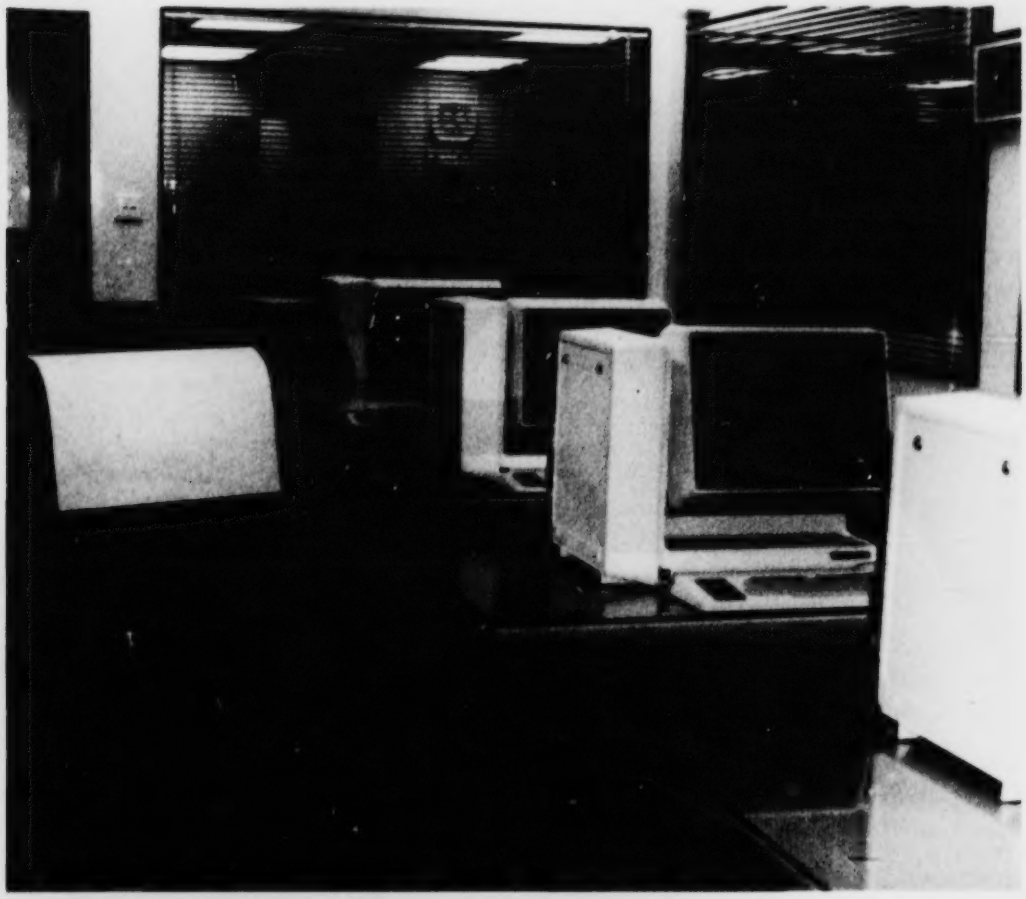
學生人數

由一九八一年起，全日制技工課程的學位已併入爲初中成績評核試所分派的學位。年內，爲中三畢業生而設的全日制課程計有二十六項，分屬十二個學科，共有一萬四千二百九十名符合資格的申請人競爭四千一百六十個學位。甄選申請修讀技術員課程的中五畢業生，所據標準主要爲其在香港中學會考的成績。一九八七年，共有二萬一千二百四十九名合格申請者申請四千二百三十四個爲中五畢業生而設的全日制課程學位。根據申請者與學位的比例而定出較受歡迎的學科計有：設計、文理工學、酒店經營及旅遊、應用科學、電腦及商業。一九八七年十月，各工業學院全日制課程的總學生人數約爲一萬零四百一十三名。

各工業學院對日間給假調訓制課程均優先處理，而差不多所有合格者皆獲分配修讀與其職業有關的課程。一九八七／八八學年，工業學院的日間給假調訓制班級約有六千六百九十名技工課程新學員，及二千四百八十名技術員課程新學員，連同繼續肄業的學生在內，各工業學院的日間調訓制課程學生合計約爲一萬三千七百八十名。

各工業學院提供多方面的夜間課程。這些課程作用重大，使未有機會循傳統方式進修的人士或希望提高資歷的人士有機會進修。一九八七年，共有六萬一千八百六十五名合格申請者申請一萬八千九百個新學位，而註冊學生總數約爲二萬八千三百九十七名。甄選夜間課程學生的標準，是根據其在校成績或入學試與面試的表現。由於就讀人數衆多，很多夜間班級須在租用的校舍上課。年內，各工業學院向外間三十四個中心共借用四百一十八個課室。

一九八七年十一月一日時，全部班級的註冊學生人數約爲五萬二千六百名，與上年度比較，增加約百分之七。根據學科及上課方式分類的學生分佈詳情見附錄五。



The Computer-Aided Design and Drafting Centre at the Haking Wong Technical Institute.
黃克競工業學院內所設的電腦輔助設計中心。

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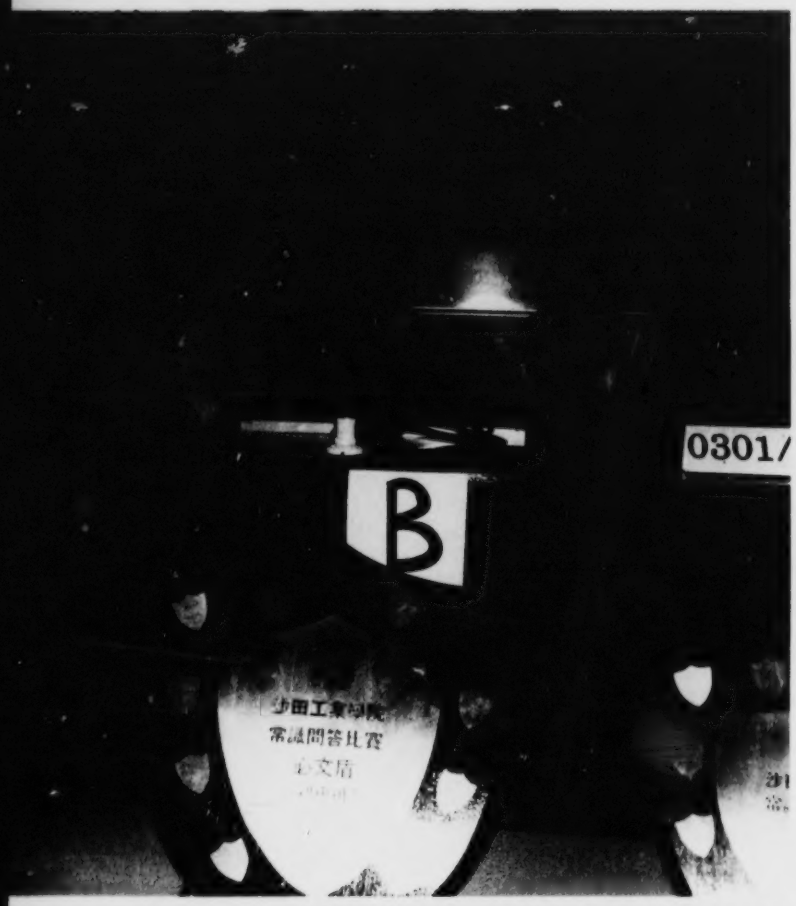


A current affairs quiz held at Sha Tin Technical Institute to promote civic education.
沙田工業學院舉辦時事常識問答比賽，以推廣公民教育。

addition of books and non-print materials of value of about $3.9 million.

The Audio-Visual Centre plays an active role in promoting the production and use of teaching aids and learning packages and in organizing workshops for the teaching staff on the effective use of audio visual equipment.

Student Counselling and Civic Education

Prior to the 1987/88 academic year student counselling service for technical institute full-time students was provided by voluntary agencies on a part-time basis. Starting from the 1987/88 academic year, this service is being provided by the Council's own full-time staff and it has been extended to part-time day-release students.

The Council has also engaged special full-time staff to promote civic education in the technical institutes and to plan, organize and conduct civic education activities as a pilot project.

Student Graduation and Employment

Some 4,170 full-time, 4,350 part-time day-release and 8,530 part-time evening students completed their course of study in June/July 1987.

A survey conducted in October 1987 showed that 68% of the 4,170 graduates of full-time courses obtained employment within three months following graduation. Some 25% pursued further full-time studies and the remainder were still looking for jobs. The average monthly salary for technician-level graduates was $2,774 which was 12% higher than that in 1986 and the average for craft-level graduates was $2,050, representing a 15% increase. The main employment outlets for the graduates are shown in Appendix 6.

在學實習訓練

全日制文憑課程大部分學科的學生均須於第一年的暑假從事實習工作，以獲取經驗。一九八七年內，有三百七十八位僱主響應各工業學院的呼籲支持此項在學實習計劃，共提供一千零三十一個職位。這個數目，連同循其他途徑取得的五百五十一個職位，合共爲各工業學院所需訓練名額的百分之六十八。

獎學金及學生經濟資助計劃

本局爲工業學院全日制課程學生提供兩項經濟資助計劃，即減免學費和助學金。凡清貧學生，均可獲減免部份或全部學費。學生如需經濟資助，則可申請助學金。本年度的助學金總額爲一百三十六萬元。各工業學院在學年內亦不時獲得外間團體所捐贈的獎學金。在截至一九八七年七月止的學年內，發給全日制課程及晚間課程學生的獎學金數目共四百一十六個，總值三十七萬五千七百二十元。

輔助學習設備

每間工業學院的電腦室，均設有若干部微型電腦及小型電腦終端機。電腦室由上午九時至晚上九時開放，除作授課用途外，亦供學生實習或做習作。

在本年度內，各工業學院的圖書館增添了價值約三百九十萬元的書籍和非印刷物品，圖書館設備因而獲得進一步改善。

視聽教材中心積極推廣教具與學習套件的製作及使用。同時亦爲各工業學院教師舉辦研習班，研究如何有效使用視聽器材。

學生輔導及公民教育

過去，工業學院全日制課程學生的輔導服務乃由志願機構以部份時間形式提供，但從一九八七／八八學年起，已由本局全職人員負責，並且擴展至日間調訓制課程學生。

本局現聘有全職專業人員，在工業學院內進行一項試驗計劃，以推廣公民教育，包括籌劃、組織及進行有關活動。

學生畢業人數及就業情況

一九八七年六月至七月間，大約有四千一百七十名全日制課程學生，四千三百五十名日間調訓制學生及八千五百三十名夜間課程學生畢業。

一九八七年十月進行的一項調查顯示，在四千一百七十名全日制課程畢業生中，百分之六十八於畢業後三個月內獲得職業，百分之二十五繼續進修全日制課程，其餘則仍在求職。技術員課程畢業生的平均月薪爲二千七百七十四元，較一九八六年時高出百分之十二；技工課程畢業生的平均月薪爲二千零五十元，增幅爲百分之十五。畢業生的主要就業情況載於附錄六。

Development in Technical Education and Industrial Training

(A) Technical Education

As part of an overall programme to expand and improve technical education in Hong Kong, the following developments have been completed during the year under review or are in an advanced stage of completion or planning:

(i) Chai Wan Technical Institute

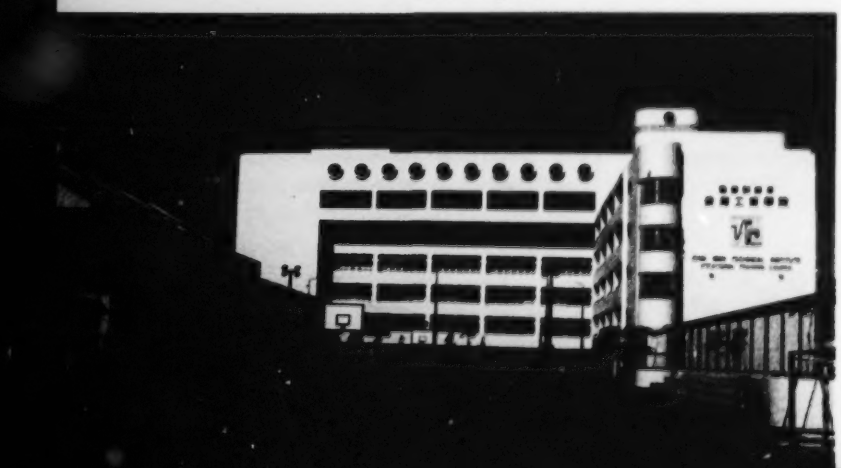
This Institute commenced operation in September 1987 and offers courses in mechanical engineering, electrical and electronic engineering, commercial studies, computing studies, food technology, environmental studies, chemical technology and dispensing. When fully developed, the Institute will provide 2,700 full-time equivalent day student places.

(ii) New Annexes to Existing Institutes

The main purpose of building annexes to the Kwai Chung and Kwun Tong technical institutes is to increase their capacity by a total of some 600 full-time equivalent day student places. The annexes are scheduled for completion in the 1988/89 academic year.

(iii) Re-development of the Morrison Hill Technical Institute Annex

To improve the teaching facilities and student amenities of the oldest technical institute, the Council will demolish its current annex and build a new building on its site. The lower floors or podium of the new building will become part of the institute and the upper floors will house the Council Headquarters and those training centres which are currently accommodated in rented premises. The technical institute's part of the new building is scheduled for use in the 1989/90 academic year.



Chai Wan Technical Institute - the eighth technical institute in Hong Kong.
柴灣工業學院——本港第八間工業學院。

(iv) Computing Facilities

A Computer-Aided Design and Drafting Centre has been set up at Haking Wong Technical Institute to cater to the CADD needs of all technical institutes. With the coming on stream of the Computer Centre at Chai Wan Technical Institute, there are now four computer centres serving the eight technical institutes. Further enhancements of the computing facilities in the technical institutes are being planned to cope with the demand arising from larger student numbers and curriculum requirements.

(v) Facilities for the Disabled

All new technical institutes were designed with the needs of disabled students in mind and the older technical institutes are being modified to provide easier access and special facilities for disabled persons.

On the completion of the annexes to Kwai Chung and Kwun Tong technical institutes, the total capacity of the technical institutes will increase from the present 16,000 to 16,600 full-time equivalent day student places and the institutes will offer a wider range of courses to meet the developing needs of industry and commerce. When the Hong Kong Technical Teachers' College, which presently occupies part of the Morrison Hill Technical Institute premises, moves to its own premises in the early 1990's the total capacity of the technical institutes will further increase to 16,800 full-time equivalent day student places.

(B) Industrial Training

(i) The Wholesale/Retail and Import/Export Trades Training Centre

The Government approved a proposal to establish a training centre for the wholesale/retail and import/export trades to provide annually full-time basic skill training for about 2,000 new entrants and part-time upgrading training for 1,500 in-service employees in these trades. The centre will be accommodated in the new Council headquarters building at Morrison Hill and is expected to commence operation in early 1990.

(ii) Advertising, Public Relations and Publishing Sector

A study is currently being undertaken by a working party of the Journalism Training Board to look into the specific manpower training needs of the advertising, public relations and publishing sector. The working party is expected to complete its investigation and report by the end of 1988.

(甲) 工業教育

本局爲改善和發展本港的工業教育而推行的計劃，下列各項或已在年內完成，或快將完成，或已進入籌劃的最後階段：

(一) 柴灣工業學院

此工業學院已於一九八七年九月啓用，提供多種課程，包括機械工程、電機及電子工程、商業、電腦、食品工藝、環境學、化學工藝及配藥。此工業學院充分發展後，將可提供二千七百個相等於全日制學位。

(二) 在現有工業學院加建附屬建築物

在葵涌工業學院和觀塘工業學院加建附屬建築物的主要目的，是要增加約六百個相等於全日制學位。該兩學院附屬建築物預期可於一九八八／八九學年落成。

(三) 重建摩理臣山工業學院附屬建築物

摩理臣山工業學院是本局最早落成的工業學院，爲改善其教學設施和學生康樂設備，本局計劃將該學院現有的附屬建築物拆卸，以便興建一座新建築物。新建築物的低層即平台以下部分，將供學院使用；高層則用作本局總辦事處，以及安置本局現時設於租用樓宇內的訓練中心。新建築物學院部分預期於一九八九／九零學年落成啓用。

(四) 電腦設施

本局已在黃克競工業學院設立電腦輔助設計及繪圖中心，以應付各工業學院對電腦輔助設計和繪圖設施的需求。繼柴灣工業學院的電腦中心啓用後，目前已有四間電腦中心爲八間工業學院服務。本局亦計劃進一步改良現有工業學院的電腦設施，一方面配合學生人數的增長，另一方面則應付課程的需求。

(五) 爲弱能人士提供的設施

本局所有新工業學院在設計上均照顧到傷殘學生的需要。至於原有的工業學院，亦改善其通道，方便傷殘人士出入；另外亦爲他們提供特殊設施。

葵涌和觀塘兩間工業學院的附屬建築物落成後，各工業學院的總容額，將由現時的一萬六千個相等於全日制學位增至一萬六千六百個，所提供的課程種類將更多，以應付工商業日益增加的需求。到九十年代初期，當目前設於摩理臣山工業學院內的工商師範學院遷往其本身校舍後，各工業學院的總容額將進一步增至一萬六千八百個相等於全日制學位。

(乙) 工業訓練

(一) 零沽批發及出入口業訓練中心

政府已批准爲零沽批發及出入口業設立訓練中心，以便每年爲二千名初投身該行業的青年提供全日制基本技能訓練及爲一千五百名該行業的現職僱員提供部分時間制進修訓練。該中心將設於摩理臣山本局新總辦事處大樓內，預期可於一九九零年初啓用。

(二) 廣告、公關及出版業

新聞業訓練委員會的一個工作小組，現正進行調查，以便了解廣告、公關及出版業對人力訓練的特別需求。預期該會可於一九八八年底完成調查，並提交報告。

The Jewellery Industry Training Centre provides basic skill training in goldsmithing and precious stone setting.
珠寶業訓練中心提供打金和首飾鑲嵌的基本技術訓練。

Finance and Staffing

(A) Finance

Recurrent Activities

Total receipts for 1987/88 under recurrent activities amounted to $443 million of which $403 million was received from the Hong Kong Government as recurrent grant for the year. Other miscellaneous income included interest from placement of time deposit with licensed banks of $7.7 million and tuition fees of $29.8 million.

Total recurrent operating expenses of the Council for 1987/88 amounted to $434 million of which $339.1 million was for payment of salaries and other staff related expenses and $94.9 million for other operating expenses.

Non-Recurrent Activities

A total sum of $107.6 million was received from the Government during 1987/88 as subventions to meet non-recurrent expenses i.e. progress payments for building projects and purchase of capital equipment. Payments made during the year amounted to $103.7 million.

Financial Statements

The Statement of Receipts and Payments for the year ended 31 March 1988 and Statement of Assets and Liabilities as at 31 March 1988 are in Appendix 7.

(B) Staffing

The staffing situation in 1987/88 has been satisfactory and the vacancy position was kept, through intensive recruitment exercises at a relatively low level throughout the year.

To ensure that the new teaching posts needed for the second year courses at Chai Wan Technical Institute and for classes to be accommodated in the new annexes to Kwai Chung Technical Institute and Kwun Tong Technical Institute would be filled in time, recruiting exercises for filling the posts were started well in advance. Staff for the Banking Training Centre were also recruited in time for the Centre to commence operation in April 1988. Most of the teaching and instructional staff of the Council are recruited locally. Overseas recruitments are resorted to only for disciplines in which there is an acute shortage of local talents and expertise. The number of overseas recruitment exercises mounted was less than that in 1986/87.

As at 1 April 1988, the total number of staff employed by the Council was 2,028 of whom 585 were civil servants seconded to the Council and the remainder Council staff employed under the Council's own conditions of service. Because some teaching staff were not in posts at the beginning of the academic year, a number of temporary teachers had to be employed to alleviate the difficulties created by the temporary shortage.

Discussions are being held between the Council and the Government with a view to bringing about the early implementation of Section (6) (2) (n) of the VTC Ordinance under which the Council will employ all its own staff under its conditions of service to carry out Council functions.

(甲) 財務

經常事務

一九八七／八八年度，本局經常收入爲四億四千三百萬元，其中四億零三百萬元爲香港政府本年度的經常補助撥款。其他雜項收入，包括存入持牌銀行定期存款所得的利息七百七十萬元，以及自學費方面所收得的二千九百八十萬元。

本局在一九八七／八八年度的總經常開支爲四億三千四百萬元，其中三億三千九百一十萬元爲職員薪酬及連帶的開支，另外九千四百九十萬元則爲其他開支。

非經常事務

一九八七／八八年度內，本局獲得政府的補助撥款一億零七百六十萬元，以應付非經常性開支，包括建築計劃的按進度付款，以及主要設備的購置。全年支出一億零三百七十萬元。

財務報表

截至一九八八年三月三十一日止的收支報表和資產負債表，載於附錄七。

(乙) 人事

本局在一九八七／八八年度積極進行招聘工作，各工業學院教員數目維持令人滿意水平，空缺數目經常減至最低。

爲了確保柴灣工業學院第二年課程，以及在葵涌、觀塘兩間工業學院新建附屬建築物增開班級所出現的教員空缺，能夠及時有人填補，本局特別提前招聘教師。銀行業訓練中心的職員亦盡早招聘，以便該中心能夠在一九八八年四月正式啓用，訓練局大部分的教師和教導員均在本港招聘；只有若干學科本港嚴重缺乏人材時，本局才向海外招聘。一九八七／八八年度的海外招聘次數，較一九八六／八七年度爲少。

本局於一九八八年四月一日的職員總數爲二千零二十八名，其中五百八十五名爲借調本局的公務員，其餘爲根據本局服務條件聘用的職員。學年開始時，部分所聘用的教師未能及時就任，因此須要聘請臨時教員，以緩和暫時人手短缺的情況。

本局正與政府磋商，盡早執行訓練局條例第六條 (2) 款 (N) 段的規定，即：本局以自定服務條件僱用所有職員，去執行本局的工作。

Fire fighting and helicopter rescue training are two of the many courses at the Seamen's Training Centre.
海員訓練中心提供多項課程，其中包括消防及直升機拯救訓練。

Appendix 1

Training Boards and Committees
訓練委員會和一般委員會

Accountancy Training Board
會計業訓練委員會

Chairman	主席	
Mr. CHEUNG Kin-piu, Valiant	張建標先生	1.4.87 - 31.3.88
Members	委員	
Mr. CHEUNG Kin-kong, Elton	張建江先生	1.4.87 - 31.3.88
Mr. CHIU Kai-chiu, Edward	趙啟超先生	1.4.87 - 31.3.88
Mr. Anthony Dewberry	杜百勤先生	1.4.87 - 31.3.88
Mr. Selwyn Mar	馬紹援先生	1.4.87 - 31.3.88
Mr. John McNie	麥　呢先生	1.4.87 - 31.3.88
Mr. Michael Henry Peter Prescott	皮思國先生	1.4.87 - 31.3.88
Mr. TO Shui-moon	堵綏滿先生	1.4.87 - 31.3.88
Mr. WONG Ching-hung, Thomas	黃正虹先生	1.4.87 - 31.3.88
Mr. WONG Shang-jen, JP	王尚仁先生 JP	1.4.87 - 31.3.88
Mr. John Lawrence Woollam	胡立哲先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Accounting Services	庫務署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Commercial Studies Departmental Board or Head of a Technical Institute Department	工業學院商業系務委員會主席或一名工業學院之系主任	

Automobile Industry Training Board
汽車業訓練委員會

Chairman	主席	
Mr. LEE Hon-wah, Harold	李漢華先生	1.4.87 - 31.3.88
Members	委員	
Mr. CHAN Man-hung, Peter	陳敏鴻先生	1.4.87 - 31.3.88
Mr. CHAN Ho-ki, Andrew	陳浩基先生	1.4.87 - 15.10.87
Mr. CHOW Bing-hung	周炳洪先生	1.4.87 - 31.3.88
Mr. HUI Man-kin	許文健先生	1.4.87 - 31.3.88
Mr. LUI Ming-tang	呂明騰先生	16.10.87 - 31.3.88
Mr. NG Shu-ming	伍曙明先生	1.4.87 - 31.3.88
Mr. Harry Taylor	泰　萊先生	1.4.87 - 31.3.88
Representative of the Director of Electrical and Mechanical Services	機電工程署署長代表	
Representative of the Director of Fire Services	消防事務處處長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Mechanical Engineering, Marine Engineering and Fabrication and Industry Technology Departmental Board or Head of a Technical Institute Department	工業學院機械工程、輪機工程及構造暨工業技術系務委員會主席或一名工業學院之系主任	

Banking Training Board
銀行業訓練委員會

Chairman	主席	
The Hon. LI Kwok-po, David, JP	李國寶議員JP	1.4.87 - 31.3.88
Members	**委員**	
Mr. CHAN Chiu-hung	陳照鴻先生	1.4.87 - 31.3.88
Mrs. CHENG TSE Bik-yee, Pamela	程謝璧儀女士	1.4.87 - 31.3.88
Mr. Gordon Sidney Driver	戴富華先生	1.4.87 - 31.3.88
Dr. Andrew Francis Freris	費安道博士	1.4.87 - 31.3.88
Dr. HO Yan-ki, Richard	何炘基博士	1.4.87 - 31.3.88
Dr. JAO Yu-ching	饒餘慶博士	1.4.87 - 31.3.88
Mr. KO Sai-hong	高世康先生	1.4.87 - 31.3.88
Mr. LAM Haw-shun, Dennis	林孝信先生	1.4.87 - 31.3.88
Mr. LAU Shun-chuen	劉順銓先生	1.4.87 - 31.3.88
Mr. Simon Anthony Martyn	馬賜敏先生	1.4.87 - 31.3.88
Ms. PAU Ka-yin, Alpha	鮑家賢女士	1.4.87 - 31.3.88
Dr. TAI Siu-ting, Lawrence	戴兆廷博士	1.4.87 - 31.3.88
Mr. YU Yan-tack	余仁德先生	1.4.87 - 31.3.88
Representative of the Commissioner of Banking	銀行業監理處處長代表	
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of the Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Commercial Studies Departmental Board or Head of a Technical Institute Department	工業學院商業系務委員會主席或一名工業學院之系主任	

Building and Civil Engineering Industry Training Board
土木工程及建築業訓練委員會

Chairman	主席	
Mr. LOK Hsiao-pei, John	陸孝佩先生	1.4.87 - 31.3.88
Members	**委員**	
Mr. CHAN Kwok-wong	陳國煌先生	1.4.87 - 31.3.88
Mr. Ian FOK	霍震寰先生	1.4.87 - 31.3.88
Dr. HO Chung-tai, Raymond, JP	何鍾泰博士JP	1.4.87 - 31.3.88
Mr. IP Man-shan, Henry	葉文山先生	1.4.87 - 31.3.88
Mr. LAW Kim-ming	羅劍明先生	1.4.87 - 31.3.88
Dr. Brian Eugene LEE	李柏恩博士	1.4.87 - 31.3.88
Mr. Bryan Loader	Mr. Bryan Loader	6.11.87 - 31.3.88
Mr. SUNG Hai-ming, Dicky	孫希明先生	1.4.87 - 31.3.88
Mr. TSANG Chiu-kwan	曾昭群先生	1.4.87 - 31.3.88
Mr. WONG Chun-chu, Charles	王俊初先生	1.4.87 - 31.3.88
Dr. WONG Kai-kit	黃啟杰博士	1.4.87 - 5.11.88
Mr. YU Pui-kit	余培傑先生	29.6.87 - 31.3.88
Representative of the Director of Architectural Services	建築署署長代表	
Representative of the Commissioner for Labour	勞工處處長代表	

Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Construction Departmental Board or Head of a Technical Institute Department	工業學院營造系務委員會主席或一名工業學院之系主任	

Clothing Industry Training Board
製衣業訓練委員會

Chairman	主席	
Mr. CHENG Wai-chee, Christopher, JP	鄭維志先生JP	1.4.87 - 31.3.88
Members	委員	
Mr. CHAN Ka-ku	陳家駒先生	1.4.87 - 31.3.88
Mr. CHAU Mun, Tony	周　敏先生	1.4.87 - 31.3.88
Mr. LAI Yue-choi, John	黎煦才先生	1.4.87 - 31.3.88
Dr. LEE Nai-shee, Harry	李乃熾博士	1.4.87 - 31.3.88
Mr. LEUNG Kwan-yuen, Andrew	梁君彥先生	1.4.87 - 31.3.88
Mr. SUN Shiu-tsang, Henry	係紹曾先生	1.4.87 - 31.3.88
Mr. TIEN Pei-chun, James	田北俊先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Clothing and Textile Industries Departmental Board or Head of a Technical Institute Department	工業學院製衣及紡織工業系務委員會主席或一名工業學院之系主任	

Electrical Industry Training Board
電機業訓練委員會

Chairman	主席	
Mr. TSANG Chiu-kwan	曾昭群先生	1.4.87 - 31.3.88
Members	委員	
Mr. CHUI Po-ching	徐步清先生	1.4.87 - 31.3.88
Mr. LAM Mo-nam	林慕南先生	1.4.87 - 31.3.88
Mr. MOK Kwok-wah, Charles	莫國華先生	1.4.87 - 31.3.88
Mr. NG Tat-lun	伍達倫先生	1.4.87 - 31.3.88
Mr. SIN Wing-luk	冼永祿先生	1.4.87 - 31.3.88
Mr. TAO Hsueh-chi, Edwin	陶學祁先生	1.4.87 - 31.3.88
Mr. WONG Yiu-sun, Peter	黃耀新先生	1.4.87 - 31.3.88
Mr. YUEN Cho-sui, Steve	袁祖瑞先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Electrical and Mechanical Services	機電工程署署長代表	
Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

The Chairman of the Technical Institutes' Electrical Engineering Departmental Board or Head of a Technical Institute Department	工業學院電機工程系務委員會主席或一名工業學院之系主任	

Electronics Industry Training Board
電子業訓練委員會

Chairman	主席	
Mr. Tommy ZAU	鄒炎忠先生	1.4.87 - 31.3.88
Members	委員	
Dr. CHAN Chack-kuen	陳澤權博士	1.4.87 - 31.3.88
Mr. CHENG To-sum	鄭杜森先生	29.6.87 - 31.3.88
Mr. CHEUNG Shu-wing	張樹榮先生	1.4.87 - 31.3.88
Mr. Richard Stephenson Day	戴理察先生	1.4.87 - 28.6.87
Mr. FOK Man-moon	霍文滿先生	1.4.87 - 31.3.88
Mr. FUNG Yee-ching	馮依青先生	1.4.87 - 31.3.88
Dr. HO Chun-fai	何振輝博士	1.4.87 - 31.3.88
Mrs. Esther HO KUI Sui-ying	何雅穗英女士	1.4.87 - 31.3.88
Mrs. Annabella IP MOK Yee-kwan	葉莫漪群女士	1.4.87 - 31.3.88
Mr. KWOK Pui-sang, Daniel	郭培生先生	1.4.87 - 31.3.88
Mr. LAM Sai-cheong	林世昌先生	1.4.87 - 31.3.88
Mr. LAU Shiu-kong, Samuel	劉紹剛先生	1.4.87 - 31.3.88
Dr. LUI Ming-wah	呂明華博士	1.4.87 - 31.3.88
Mr. TONG Yu-hin, Joseph	湯宇軒先生	1.4.87 - 31.3.88
Dr. YUNG Kai-ning, Edward	容啟寧博士	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Electrical and Mechanical Services	機電工程署署長代表	
Representative of the Director of Industry	工業署署長代表	

Hotel, Catering and Tourism Training Board
酒店業、飲食業及旅遊業訓練委員會

Chairman	主席	
Mr. Larry TCHOU	朱民康先生	1.4.87 - 31.3.88
Members	委員	
Mr. Adalbert Bucher	布卓爾先生	1.4.87 - 31.3.88
Mrs. CHAN CHOW Pik-yiu, Amy	陳周碧瑤女士	1.4.87 - 31.3.88
Mr. FUNG Kit-choi, Arthur	馮傑材先生	1.4.87 - 14.1.88
Miss GAN Siang-hoon, Zenda	顏聖芬女士	1.4.87 - 31.3.88
Mr. Rudolf Greiner	簡禮能先生	1.4.87 - 31.3.88
Mrs. LI SEE Wah-fan, Josephine	李施華芬女士	15.1.88 - 31.3.88
Mr. LI Yun-sum, Alan	李潤森先生	1.4.87 - 31.3.88
Mr. LO Kai-muk	羅開睦先生	1.4.87 - 31.3.88
Mr. Brian Edwin Slater	施理達先生	1.4.87 - 31.3.88
Miss TSUI Po-tin, Mabel	徐寶珽小姐	1.4.87 - 31.3.88
Mr. Richard Albert John Willis	韋榮恩先生	1.4.87 - 31.3.88
Mr. WONG Wei-ping, Martin	王渭濱先生	1.4.87 - 31.3.88

Mr. Manual WOO	胡民勝先生	1.4.87 - 31.3.88
Mr. James T. WU	伍沾德先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Hotel-keeping and Tourism Studies Departmental Board or Head of a Technical Institute Department	工業學院酒店經營及旅遊系務委員會主席或一名工業學院之系主任	

Insurance Training Board
保險業訓練委員會

Chairman	主席	
Mr. KO Ying	高　膺先生	1.4.87 - 31.3.88
Members	委員	
Mr. CHAU Mun, Tony	周　敏先生	1.4.87 - 31.3.88
Mr. CHENG Yiu-cheung	鄭耀祥先生	1.4.87 - 31.3.88
Mr. CHING Wai-shing	程偉成先生	1.4.87 - 31.3.88
Mr. CHOI Tat-yung	蔡達墉先生	1.4.87 - 31.3.88
Miss HO Wai, Winnifred	何　瑋小姐	1.4.87 - 31.3.88
Mr. KAN Yuet-ming, Anthony	簡悅明先生	1.4.87 - 31.3.88
Mr. LEE Chung-kwong	李松光先生	1.4.87 - 31.3.88
Mr. LIANG Hin-ying, Herbert	梁欽榮先生	1.4.87 - 31.3.88
Mr. Philip Ryall	盧偉立先生	1.4.87 - 31.3.88
Mr. WONG Man-fai, Stephen	王文輝先生	1.4.87 - 31.3.88
Mr. WONG Wai-hung, Aaron	黃偉雄先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Registrar General	註冊總署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Commercial Studies Departmental Board or Head of a Technical Institute Department	工業學院商業系務委員會主席或一名工業學院之系主任	

Jewellery Industry Training Board
珠寶業訓練委員會

Chairman	主席	
Mr. HO Pak-tao	何伯陶先生	1.4.87 - 31.3.88
Members	委員	
Mr. CHAN Cho-shing, Sunny	陳祖成先生	1.4.87 - 31.3.88
Mr. FONG Hung-you	方洪耀先生	1.4.87 - 31.3.88
Mr. FONG Wa-ngok, Wallace	方華鍔先生	1.4.87 - 31.3.88
Mrs. Elaine Hickernell	葉朱德令女士	1.4.87 - 31.3.88
Mr. Ulf. C. Kjellin	池奧夫先生	1.4.87 - 31.3.88
Mr. TSE Sui-luen	謝瑞麟先生	1.4.87 - 31.3.88
Mr. Anton Weder	安東・威特先生	1.4.87 - 31.3.88

Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Design Departmental Board or Head of a Technical Institute Department	工業學院設計系務委員會主席或一名工業學院之系主任	

Journalism Training Board
新聞業訓練委員會

Chairman	主席	
Mr. SHUM Choi-sang, OBE, JP	岑才生先生 OBE, JP	1.4.87 - 31.3.88
Members	委員	
Mr. Robert CHOW	周 融先生	1.4.87 - 31.3.88
Dr. Leonard L. CHU	朱 立博士	1.4.87 - 31.3.88
Dr. Stephen Nicholas Guy Davies	戴維士博士	1.4.87 - 31.3.88
Mr. John Lenaghan	連浚翰先生	1.4.87 - 31.3.88
Dr. TING Wai	丁 偉博士	1.4.87 - 31.3.88
Mr. TSANG Tak-sing	曾德成先生	1.4.87 - 31.3.88
Dr. T'SOU Ka-yin, Benjamin	鄒嘉彥博士	1.4.87 - 31.3.88
Mr. Raymond R. WONG	黃應士先生	1.4.87 - 31.3.88
Miss YAN Mei-ning	甄美玲小姐	1.4.87 - 31.3.88
Mr. YU Fong-ying	余晃英先生	1.4.87 - 31.3.88
Representative of the Director of Broadcasting	廣播處處長代表	
Representative of the Director of Information Services	新聞處處長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

Machine Shop and Metal Working Industry Training Board
金屬品製造業訓練委員會

Chairman	主席	
Dr. YU Tat-ching, Henry, MBE	余達澄博士 MBE	1.4.87 - 31.3.88
Members	委員	
Mr. CHAU Lik-kai, Ricky	鄒歷啓先生	1.4.87 - 31.3.88
Professor CHOW Chi-loong	周其隆教授	1.4.87 - 31.3.88
Mr. LAU Chi-yuen, John	劉智遠先生	1.4.87 - 31.3.88
Dr. LAU Wai-shing	劉偉成博士	1.4.87 - 31.3.88
Mr. MO Pud-tai, John	武北泰先生	1.4.87 - 31.3.88
Mr. PONG Chong, Edward	龐 創先生	1.4.87 - 31.3.88
Mr. James Ross	羅哲時先生	1.4.87 - 31.3.88
Mr. TAM Po-man, Joseph	譚寶文先生	1.4.87 - 31.3.88
Mr. YEUNG Kin-chod, Philip	揚建忠先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Electrical and Mechanical Services	機電工程署署長代表	

Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Mechanical Engineering, Marine Engineering and Fabrication and Industrial Technology Departmental Board or Head of a Technical Institute Department	工業學院機械工程，輪機工程及構造暨工業技術系務委員會主席或一名工業學院之系主任	

Merchant Navy Training Board
商船海員訓練委員會

Chairman	主席	
Dr. CHAO Sze-bang, Frank	趙世彭博士	1.4.87 - 31.3.88
Members	委員	
Mr. AU-YEUNG Ming	歐陽銘先生	1.4.87 - 31.3.88
Mr. Bao Dah	包　達先生	1.4.87 - 11.5.88
Mr. John A. Cheetham, JP	池　敦先生 JP	1.4.87 - 31.3.88
Mr. CHEUK Siu-bun	卓肇彬先生	1.4.87 - 31.3.88
Professor CHOW Chi-loong	周其隆教授	1.4.87 - 31.3.88
Capt. Edward Howard Farrow	范偉豪船長	1.4.87 - 5.11.88
Capt. LAM Min-king	林勉景船長	6.11.87 - 31.3.88
Mr. MAK Kai-chan	麥啟燦先生	1.4.87 - 31.3.88
Mr. TING Kam-yuen	丁錦源先生	1.4.87 - 31.3.88
Capt. Kenneth Maitland Wallace	華禮士船長	1.4.87 - 31.3.88
Capt. WU Park-jame	吳伯沾船長	6.11.87 - 31.3.88
Representative of the Director of Marine	海事處處長代表	
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Postmaster General	郵政署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

Plastics Industry Training Board
塑膠業訓練委員會

Chairman	主席	
Mr. TING Hok-shou, Dennis, JP	丁鶴壽先生 JP	1.4.87 - 31.3.88
Members	委員	
Mr. CHAN Hoo-wai	陳浩偉先生	1.4.87 - 31.3.88
Mr. CHAN Kai-nang	陳楷能先生	1.4.87 - 31.3.88
Mr. HO Sook-hung, Edward	何叔雄先生	1.4.87 - 31.3.88
Mr. LAM Kin-fung, Jeffrey	林健鋒先生	1.4.87 - 31.3.88
Miss LEUNG Ching-yee, Laura	梁靜兒女士	1.4.87 - 31.3.88
Dr. Michael John Stokes	施德智博士	1.4.87 - 31.3.88
Mr. TAM Siu-keung	譚少強先生	1.4.87 - 31.3.88
Dr. Donald Frank Taylor	戴禮華博士	1.4.87 - 31.3.88
Mr. WONG Kui-sum	黃鉅深先生	1.4.87 - 31.3.88
Mr. WONG Ting-fai	黃廷輝先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	

Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Mechanical Engineering, Marine Engineering and Fabrication and Industrial Technology Departmental Board or Head of a Technical Institute Department	工業學院機械工程，輪機工程及構造暨工業技術系務委員會主席或一名工業學院之系主任	

Printing Industry Training Board
印刷業訓練委員會

Chairman	主席	
Mr. WU Shu-chih, Alex, CBE, JP	吳樹熾先生 CBE, JP	1.4.87 - 31.3.88
Members	委員	
Mr. CHU Yiu-joe, Paul	趙耀祖先生	1.4.87 - 31.3.88
Mr. Ken Robert Derrick	戴　歷先生	1.4.87 - 31.3.88
Mr. HO Ka-hun	何家鏗先生	1.4.87 - 31.3.88
Mrs. LO CHOI Yuet-ngor, Alice	盧蔡月娥女士	1.4.87 - 31.3.88
Mr. LOO Shiu-kwong, CPM	盧紹光先生 CPM	1.4.87 - 31.3.88
Mr. YIP Yu-bun	葉裕彬先生	1.4.87 - 31.3.88
Representative of the Director of Industry	工業署署長代表	
Representative of the Government Printer	香港政府印務局局長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Printing Departmental Board or Head of a Technical Institute Department	工業學院印務系務委員會主席或一名工業學院之系主任	

Shipbuilding, Ship Repair and Offshore Engineering Industry Training Board
船舶修建及離岸工程業訓練委員會

Chairman	主席	
Dr. CHENG Jui-shan, Peter	鄭瑞祥博士	1.4.87 - 31.3.88
Members	委員	
Mr. J. T. Kay-Russell	基羅素先生	29.6.87 - 31.3.88
Mr. LO Ka-chun, Brian	羅嘉淳先生	1.4.87 - 31.3.88
Mr. LO Ngok-yang, Ken	羅愕瑩先生	1.4.87 - 31.3.88
Mr. POON Sai-keung, Benny	潘世强先生	1.4.87 - 14.1.88
Mr. William Gordon Southern	修　頓先生	1.4.87 - 31.3.88
Mr. SZETO Yuen-kit	司徒傑先生	1.4.87 - 31.3.88
Mr. WONG Chik-sum	黃植森先生	1.4.87 - 31.3.88
Mr. WONG Man-chiu, Ronnie	王敏超先生	1.4.87 - 31.3.88
Mr. WONG Man-kong, Peter, JP	王敏剛先生 JP	1.4.87 - 31.3.88
Mr. WOO Kwong-chor, Wilson	胡廣初先生	15.1.88 - 31.3.88
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
Representative of the Commissioner for Labour	勞工處處長代表	

Representative of the Director of Marine	海事處處長代表	
The Chairman of the Technical Institutes' Mechanical Engineering, Marine Engineering and Fabrication and Industrial Technology Departmental Board or Head of a Technical Institute Department	工業學院機械工程，輪機工程及構造暨工業技術系務委員會主席或一名工業學院之系主任	

Textile Industry Training Board
紡織業訓練委員會

Chairman	主席	
Mr. Fei LEE, MBE	李　斐先生 MBE	1.4.87 - 31.3.88
Members	委員	
Mr. BIEN Yung-ching, Edwin	卞熊清先生	1.4.87 - 31.3.88
Mr. CHAN Ka-ku	陳家駒先生	1.4.87 - 31.3.88
Mr. FONG Wai-sang	方慧生先生	1.4.87 - 31.3.88
Mr. HWANG Jen	黃　鑑先生	1.4.87 - 31.3.88
Dr. Philip LAI, JP	雷康候博士 JP	1.4.87 - 31.3.88
Mr. LEUNG Kwan-yuen, Andrew	梁君彥先生	1.4.87 - 31.3.88
Mr. SUNG Zai-kung, Stephen	係瑞坤先生	1.4.87 - 31.3.88
Mr. TANG Ying-yen, Henry	唐英年先生	1.4.87 - 31.3.88
Mr. YUEN Chick-min, Stephen	源植綿先生	1.4.87 - 31.3.88
Mr. YUNG Ho-chuen, John	容可尊先生	1.4.87 - 31.3.88
Representative of the Director of Industry	工業署署長代表	
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Clothing and Textile Industries Departmental Board or Head of a Technical Institute Department	工業學院製衣及紡織工業系務委員會主席或一名工業學院之系主任	

Transport and Physical Distribution Training Board
貨運業訓練委員會

Chairman	主席	
Mr. Alan John Martyn Anderson	安德遜先生	1.4.87 - 31.3.88
Members	委員	
Miss CHAN Suet-fun, Alice	陳雪芬小姐	1.4.87 - 31.3.88
Mr. CHAN Yiu-wing, Joseph	陳耀榮先生	1.4.87 - 31.3.88
Mr. HO Wing-cheong, Stephen	何永昌先生	1.4.87 - 31.3.88
Mr. LAO Wai-cheok, Alfred	劉偉祥先生	1.4.87 - 31.3.88
Mr. LEUNG Kong-yui	梁剛銳先生	1.4.87 - 31.3.88
Capt. LIN Chin-hung	林晉弘船長	1.4.87 - 31.3.88
Mr. LUI Kai-hung, Clement	呂啟鴻先生	1.4.87 - 31.3.88
Dr. Peter Reid McFetridge	石百德博士	1.4.87 - 31.3.88
Mr. George Michael Porter	蒲　德先生	15.1.88 - 31.3.88
Mr. TANG Kin-kee, Ronald	鄧健基先生	1.4.87 - 14.1.88
Mr. TANG Peng, Peter	唐　朋先生	1.4.87 - 31.3.88

Mr. Albert Bartram Williams	韋廉士先生	1.4.87 - 31.3.88
Mr. Brian Tony Withers	韋達士先生	1.4.87 - 31.3.88
Mr. YAN Yuen-cheong	甄元昌先生	1.4.87 - 31.3.88
Mr. YEUNG Kong-hing, Peter	楊港興先生	1.4.87 - 31.3.88
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

Wholesale/Retail and Import/Export Trades Training Board
零沽批發及出入口業訓練委員會

Chairman	主席	
Mr. KOO Shing-cheong, Daniel	古勝祥先生	1.4.87 - 31.3.88
Members	委員	
Mr. Donald CHIA	謝建中先生	1.4.87 - 31.3.88
Dr. Kazuo Fukuda	福田和男博士	1.4.87 - 31.3.88
Mr. Thomas Goetz	葛湯姆先生	1.4.87 - 31.3.88
Mr. John HUNG	洪　暻先生	1.4.87 - 31.3.88
Mr. KWOK Kam-shiu, Albert	郭錦瑞先生	25.3.88 - 31.3.88
Mr. LAU Cherk-wing, Ambrose	劉爵榮先生	1.4.87 - 24.3.88
Mr. LAU Sui, Plato	劉　穗先生	1.4.87 - 31.3.88
Professor MUN Kin-chok	閔建蜀教授	1.4.87 - 31.3.88
Mr. David Rhodes	羅　茲先生	29.6.87 - 31.3.88
Mr. Michael Simpson	施悟新先生	1.4.87 - 31.3.88
Mr. TIEN Pak-shun, Michael	田北辰先生	1.4.87 - 31.3.88
Mr. WA Wan-wing, Tony	華運榮先生	1.4.87 - 31.3.88
Mr. WONG Siu-wing, William	黃少榮先生	1.4.87 - 31.3.88
Mr. Gilbert WONG Yau-yee	黃祐怡先生	1.4.87 - 31.3.88
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
The Chairman of the Technical Institutes' Commercial Studies Departmental Board or Head of a Technical Institute Department	工業學院商業系務委員會主席或一名工業學院之系主任	

Committee on Apprenticeship and Trade Test
學徒訓練及技能測驗委員會

Chairman	主席	
Mr. John Aldred Cheetham, JP	池　敎先生 JP	1.4.87 - 31.3.88
Members	**委員**	
Mr. Graham Howat	侯　偉先生	1.4.87 - 31.3.88
Mr. KAN Win-min	簡永文先生	1.4.87 - 31.3.88
Mr. LEUNG Kwong-chuen	梁廣泉先生	1.4.87 - 31.3.88
Mr. Derek Victor Lindsay, JP	林　熹先生 JP	1.4.87 - 31.3.88
Mr. LUN Yuet-por	倫悅波先生	29.6.87 - 31.3.88
Mr. PANG Pun-chi, Edwin	彭品智先生	1.4.87 - 31.3.88
Mr. WONG Shu-bun, Jimmy	黃樹彬先生	1.4.87 - 31.3.88
Representative of the Director of Education	教育署署長代表	
Representative of the Director of Electrical and Mechanical Services	機電工程署署長代表	
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

Committee on Electronic Data Processing Training
電子資料處理訓練委員會

Chairman	主席	
Mr. John Estmond Strickland	史瑞南先生	1.4.87 - 31.3.88
Members	**委員**	
Dr. Namakkal Vasudevan Balasubramanian	包立舜博士	1.4.87 - 31.3.88
Mr. Jerome Joseph Day, Jr.	戴傑隆先生	1.4.87 - 31.3.88
Mrs. Minnet Fukuda	夏　敏女士	1.4.87 - 5.3.88
Mr. Peter Michael Frankowski	范高奇先生	1.4.87 - 31.3.88
Mr. FUNG Chor-hang, Calvin	馮礎鏗先生	25.3.88 - 31.3.88
Mr. Dharam Vir Gulati	古立田先生	1.4.87 - 31.3.88
Dr. HUNG Hing-sum	孔慶琛博士	1.4.87 - 31.3.88
Mr. LEE Kwok-jing, Jack	李國正先生	1.4.87 - 31.3.88
Mr. LI King-hang, Richard	李景行先生	1.4.87 - 31.3.88
Mr. LO Siew-kiong, John, JP	羅肇强先生 JP	1.4.87 - 31.3.88
Mr. POON Che-kin	潘志堅先生	1.4.87 - 31.3.88
Mr. William TSANG	曾永華先生	1.4.87 - 31.3.88
Mr. TSE Pak-cheong, Nelson	謝百昌先生	1.4.87 - 31.3.88
Mr. Clement YEUNG Chi-ling	揚子凌先生	1.4.87 - 31.3.88
Dr. YU Jer-tsang	虞哲裝博士	1.4.87 - 31.3.88
Representative of the Data Processing Manager, Government Data Processing Agency	政府電腦資料處理處經理代表	
Representative of the Director of Technical Education and Industrial Training	工業及教育訓練署署長代表	
Representative of the Commissioner for Labour	勞工處處長代表	
The Chairman of the Technical Institutes' Computing Studies Departmental Board or Head of a Technical Institute Department	工業學院電腦系務委員會主席或一名工業學院之系主任	

Committee on Management and Supervisory Training
管理及督導訓練委員會

Chairman	主席	
Mr. Peter F. Barrett	畢　烈先生	1.4.87 - 31.3.88
Members	**委員**	
Dr. Raymond CH'IEN	錢果豐博士	1.4.87 - 31.3.88
Professor FAN Yiu-kwan	范耀鈞教授	1.4.87 - 31.3.88
Mr. John HUNG	洪　壘先生	1.4.87 - 31.3.88
Mr. David Kimber	甘　拔先生	1.4.87 - 31.3.88
Mr. Mervyn Clement Message	麥守志先生	1.4.87 - 31.3.88
Professor A. L. Minkes	萬利楠教授	1.4.87 - 31.3.88
Dr. Brian N. Nicol	利　杲博士	1.4.87 - 31.3.88
Mr. Glendon Rowell	盧　維先生	29.6.87 - 31.3.88
Dr. Donald Frank Taylor	戴禮華博士	1.4.87 - 31.3.88
Professor Robert Ian Tricker	戚禮家教授	1.4.87 - 31.3.88
Miss Rita TSUI Pei-kum	徐佩琴女士	1.4.87 - 31.3.88
Mr. Albert Bartram Williams	韋廉士先生	1.4.87 - 31.3.88
Dr. Harold John Wing	榮夏來博士	1.4.87 - 31.3.88
Mr. Sidney YUEN	袁達文先生	1.4.87 - 31.3.88
Representative of the Secretary for Economic Services	經濟事務司代表	
Representative of the Secretary for the Civil Service	銓敘司代表	
Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

Committee on Precision Tooling Training
精密工具製造訓練委員會

Chairman	主席	
Dr. YU Tat-ching, Henry, MBE	余達澄博士 MBE	1.4.87 - 31.3.88
Members	**委員**	
Mr. Rishi Bhatnagar	班偉樹先生	1.4.87 - 31.3.88
Mr. CHU Kin-wah, Bernard	朱建華先生	29.6.87 - 31.3.88
Mr. Neil Mark James	詹姆斯先生	1.4.87 - 31.3.88
Mr. LAM Kin-fung, Jeffrey	林健鋒先生	1.4.87 - 31.3.88
Mr. James Joseph Linden	雷　敦先生	1.4.87 - 31.3.88
Dr. LUI Sun-wing	呂新榮博士	1.4.87 - 31.3.88
Mr. Albert MOK Yan-hung	莫潤洪先生	1.4.87 - 31.3.88
Mr. TING Woo-shou, Kenneth, JP	丁午壽先生 JP	1.4.87 - 31.3.88
Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

Appendix 1

Committee on Technical Education
工業教育委員會

Chairman	主席	
Mr. Graham C. H. CHENG, JP	鄭正訓先生 JP	1.4.87 - 31.3.88
Members	**委員**	
Mr. F. S. Y. BONG, Francis	龐述英先生	1.4.87 - 31.3.88
Dr. Kelvin K. C. CHAN	陳金泉博士	1.4.87 - 31.3.88
Mr. Donald CHIA	謝建中先生	1.4.87 - 31.3.88
Miss Lily CHIANG	蔣麗莉小姐	1.4.87 - 31.3.88
Dr. Barry Jefferies	鄭華士博士	1.4.87 - 31.3.88
Mr. LEUNG Tin-pui	梁天培先生	1.4.87 - 31.3.88
Dr. NG Ching-fai	吳清輝博士	1.4.87 - 31.3.88
Mr. TING Hok-shou, Dennis, JP	丁鶴壽先生 JP	1.4.87 - 31.3.88
Mr. TSE Tsun-him, MBE	謝俊謙先生 MBE	1.4.87 - 31.3.88
The Hon. WONG Wang-fat, Andrew	黃宏發議員	1.4.87 - 31.3.88
Dr. WOO Chun-wai	胡振威博士	1.4.87 - 31.3.88
Representative of the Director of Industry	工業署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	
Representative of the Director of Civil Engineering Services	土木工程署署長代表	
Representative of the Director of Education	教育署署長代表	
Representative of the Commissioner for Labour	勞工處處長代表	

Committee on Training of Technologists
技師訓練委員會

Chairman	主席	
Mr. Vincent H. C. CHAN	陳慶釗先生	1.4.87 - 31.3.88
Members	**委員**	
Professor Nelson CHEN Nam-san	陳南山教授	1.4.87 - 31.3.88
Miss Lily CHIANG	蔣麗莉小姐	1.4.87 - 31.3.88
Mr. Thomas Cyril Hassett	夏思捷先生	1.4.87 - 4.3.88
Mr. HUANG Wei-yan, William	黃維嚴先生	1.4.87 - 31.3.88
Mr. N. M. James	詹姆斯先生	1.4.87 - 31.3.88
Dr. CHUNG Po-sheun	鍾寶駿博士	1.4.87 - 31.3.88
Dr. LUI Ming-wah	呂明華博士	1.4.87 - 31.3.88
Mr. PONG Chong, Edward	龐　創先生	1.4.87 - 31.3.88
Mr. Raymond POON	潘國威先生	1.4.87 - 31.3.88
Dr. LEUNG Hi-wun	梁曦雲博士	1.4.87 - 31.3.88
Dr. WONG Sook-leung	黃肅亮博士	1.4.87 - 31.3.88
Dr. J. C. Wright	胡禮智博士	1.4.87 - 31.3.88
Dr. Enoch C. M. YOUNG	楊健明博士	1.4.87 - 31.3.88
Dr. Henry YU Tat-ching, MBE	余達澄博士	1.4.87 - 31.3.88
Representative of the Director of Civil Engineering Services	土木工程署署長代表	

Representative of the Commissioner for Labour	勞工處處長代表	
Representative of the Technical Education and Industrial Training	工業教育及訓練署署長代表	

Committee on Translation
翻譯事務委員會

Chairman	主席	
Dr. HO Hin-hung	何顯雄博士	1.4.87 - 31.3.88
Members	委員	
Miss CHAN Chiu-chun, Peggy	陳肖珍小姐	18.3.88 - 31.3.88
Mrs. CHAN Kit-seung, Karen	陳羅潔湘女士	1.4.87 - 24.3.88
Mr. CHEUNG Ming-kwai	張明貴先生	1.4.87 - 31.3.88
Mr. FAN Meng-huan	范孟桓先生	1.4.87 - 24.3.88
Mr. HO Wai-kit	何偉傑先生	25.3.88 - 31.3.88
Miss LAI Chui-chun, Jane	黎翠珍小姐	29.6.87 - 31.3.88
Mr. LEE Yuk-chor	李旭初先生	1.4.87 - 31.3.88
Mr. LIE Shing-chai, Raymond	李成仔先生	25.3.88 - 31.3.88
Miss WAI Kit-lan, Paulona	衛潔蘭小姐	1.4.88 - 17.3.88
Miss Diana YUE	余　丹小姐	1.4.87 - 31.3.88
Representative of the Secretary for Administrative Services and Information	行政司代表	
Representative of the Director of Education	教育署署長代表	
Representative of the Director of Technical Education and Industrial Training	工業教育及訓練署署長代表	

Appendix 2

Publications in 1987/88

(A) Manpower Survey Report

1986 Manpower Survey Report on the Machine Shop and Metal Working Industry

1986 Manpower Survey Report on the Footwear Industry

1986 Manpower Survey Report on the Shipbuilding and Ship Repair Industry

1986 Manpower Survey Report on Accountancy

1986 Manpower Survey Report on the Banking Industry

1986 Manpower Survey Report on the Wholesale/Retail and Import/Export Trades

Report on the 1986 Survey of Manpower and Training Needs of Managers and Supervisors

1987 Manpower Survey Report on the Electrical Industry

1987 Manpower Survey Report on the Building and Civil Engineering Industry

1987 Manpower Survey Report on the Insurance Industry

1987 Manpower Survey Report on the Plastics Industry

(B) Training Manuals

Training Programmes for Principal Jobs in the Building and Civil Engineering Industry (Volume I – Technologists Jobs)

Training Programmes for Principal Jobs in the Building and Civil Engineering Industry (Volume II – Technician Jobs)

Job Specifications for Principal Jobs in the Printing Industry

一九八七／八八年度出版的刊物 附錄二

（甲）人力調查報告書

一九八六年金屬品製造業人力調查報告書
一九八六年製鞋業人力調查報告書
一九八六年船舶修建及離岸工程業人力調查報告書
一九八六年會計業人力調查報告書
一九八六年銀行業人力調查報告書
一九八六年零沽批發及出入口業人力調查報告書
一九八六年管理及督導人員訓練需求調查報告書
一九八七年電機業人力調查報告書
一九八七年土木工程及建築業人力調查報告書
一九八七年保險業人力調查報告書
一九八七年塑膠業人力調查報告書

（乙）訓練手冊

土木工程及建築業主要職務訓練方案（第一冊：技師職務）
土木工程及建築業主要職務訓練方案（第二冊：技術員職務）
印刷業主要職務之工作範圍

42

Appendix 3

Training Courses Offered by Training Centres

Automobile Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Vehicle Technician	Technician	1 year	12
Vehicle Mechanic	Craft	1 year	128
Vehicle Electrician	Craft	1 year	17
Vehicle Body Repairer	Craft	1 year	25
Vehicle Painter	Craft	6 months	13

Electrical Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Electrician/ Electrical Fitter	Craft	1 year	110
Refrigeration & Air-conditioning Mechanic	Craft	1 year	48
Lift Mechanic/ Lift Electrician	Craft	1 year	33
Part-time Course			
Electrician	Craft	20 evenings	730
Lift Mechanic/ Lift Electrician	Craft	20 evenings	145
Air-conditioning Mechanic	Craft	20 evenings	185

Electronics Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Repairman	Craft	1 year	100
Line Leader	Operative	18 weeks	39
Aligner/Tester	Operative	4 weeks	134
QC/QA Inspector	Operative	4 weeks	60
Assembler (General Electronics)	Operative	6 weeks	346
Assembler (Semi-conductor)	Operative	6 weeks	22
Part-time Course			
Leader	Operative	15 evenings	174
Basic QC/QA Course	Operative	15 evenings	123
Extension Course in Radio Repair	Operative	6 days	17
Extension Course in Cassette Recorder Repair	Operative	4 days	32
Extension Course in Incoming QC	Operative	3 days	54
Extension Course in Radio/ Cassette Recorder Final QC	Operative	3 days	38

訓練中心提供的訓練課程 附錄三

汽車業訓練中心

全日制課程	程度	訓練期	完成訓練人數
汽車技術員	技術員	一年	12
汽車機械工	技工	一年	128
汽車電工	技工	一年	17
車身修理工	技工	一年	25
汽車噴漆工	技工	六個月	13

電機業訓練中心

全日制課程	程度	訓練期	完成訓練人數
電工/電氣打磨裝配工	技工	一年	110
冷凝/空氣調節技工	技工	一年	48
電梯機械工/電梯電工	技工	一年	33
部份時間制課程			
電工	技工	二十晚	730
電梯機械工/電梯電工	技工	二十晚	145
空氣調節技工	技工	二十晚	185

電子業訓練中心

全日制課程	程度	訓練期	完成訓練人數
修理技工	技工	一年	100
組長實務基礎課程	操作工	十八星期	39
校整/測試員	操作工	四星期	134
品質檢查員	操作工	四星期	60
電子裝配員	操作工	六星期	346
半導體裝配員	操作工	六星期	22
部份時間制課程			
組長	操作工	十五晚	174
基本品質控制課程	操作工	十五晚	123
收音機修理進修課程	操作工	六天	17
卡式錄音機修理進修課程	操作工	四天	32
來料品質檢查進修課程	操作工	三天	54
收/錄音機品質檢查進修課程	操作工	三天	38

Appendix 3

Electronic Data Processing Training Centre

Full-time Course	Level	Duration	No. Completed Training
Business Fundamentals for Computer Professionals	Conversion	5 days	51
Systems Analysis and Design Fundamentals	Conversion	4 weeks	33
Management Fundamentals of Systems Development Projects	Conversion	5 days	40
Systems Programming for Operators	Operator	5 days	56
Database Administration for Operators	Operator	5 days	48
Communication and Network Concepts for Operators	Operator	5 days	60
Introduction to Operating Systems	General	5 days	74
Systems Control Functions in an Operating System	General	4 days	56
Data Management Coding	General	4 days	22
Data Communication Fundamentals	General	5 days	58
Database Facilities with Structured Query Languages	General	5 days	62
Introduction to 4GL	General	5 days	20
Introduction to Microcomputers	Microcomputer	3 days	78
Word Processing with Microcomputers	Microcomputer	3 days	98
Database Applications with Microcomputers	Microcomputer	3 days	95
Financial Analysis with Microcomputers	Microcomputer	3 days	88
Basic EDP Training Course for Graduates	Advanced	14 weeks	33
Introduction to Capacity Planning	Advanced	5 days	18
Seminar on Updates on Microcomputer Trend	General	1 day	82
Part-time Course			
Introduction to Microcomputers	General	6 evenings	18

電子資料處理訓練中心

全日制課程	程度	訓練期	完成訓練人數
電腦專業人員商業基礎	轉職課程	五天	51
系統分析及設計	轉職課程	四星期	33
系統發展計劃管理	轉職課程	五天	40
電腦操作員系統程序編製入門	操作員	五天	56
電腦操作員資料庫管理入門	操作員	五天	48
電腦操作員通訊及網絡概念入門	操作員	五天	60
操作系統入門	普通	五天	74
操作系統的系統控制功能	普通	四天	56
資料管理	普通	四天	22
資料通訊基本原理	普通	五天	58
附有結構化詢問語言的資料庫設備	普通	五天	62
第四代語言入門	普通	五天	20
微型電腦入門	微型電腦	三天	78
微型電腦的文字處理	微型電腦	三天	98
微型電腦的資料庫應用	微型電腦	三天	95
微型電腦的財務分析	微型電腦	三天	88
大學畢業生電子資料處理基本訓練課程	高級	十四星期	33
資料處理量策劃入門	高級	五天	18
微型電腦最新發展動向研討會	普通	一天	82
部份時間制課程			
微型電腦入門	普通	六晚	18

Gas Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Gas Utilization Fitter	Craft	1 year	35
Part-time Course			
Evening Course for LPG Domestic Hotplate Installers	Operative	32 hours	158
Part-time Day Course for LPG Domestic Hotplate Installer	Operative	4 days	22
Gas Pipe Installation	Operative	5 days	64

Hotel Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Front Office Service	Technician	16 weeks	110
Food and Beverage Service	Operative	12 weeks	383
Housekeeping Service	Operative	9 weeks	365

Insurance Training Centre

Full-time Course	Level	Duration	No. Completed Training
Work-based Courses and Seminars for Insurance Personnel	-	1 to 5 days	2,440

Jewellery Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Goldsmith (K-gold)	Craft	1 year	*
Goldsmith (Fine-gold)	Craft	1 year	*
Precious Stone Setting	Craft	1 year	*

* First batch of trainees will complete training in mid 1988.

Machine Shop and Metal Working Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Basic Mechanical Engineering Craft Course	Craft	1 year	422

Plastics Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Basic Plastics Technician	Technician	1 year	5
Mould and Die Maker	Craft	1 year	28
Pattern and Model Maker	Craft	1 year	32
Plastics Injection Moulding Machine Setter	Operative	8 weeks	70
Plastics Injection Moulding Machine Operator	Operative	4 weeks	247

氣體燃料業訓練中心

全日制課程	程度	訓練期	完成訓練人數
用戶氣體燃料技工	技工	一年	35
部份時間制課程			
家庭石油氣平頭爐安裝夜間課程	操作工	三十二小時	158
家庭石油氣平頭爐安裝日間課程	操作工	四天	22
氣體燃料喉管安裝	操作工	五天	64

酒店業訓練中心

全日制課程	程度	訓練期	完成訓練人數
客務從業員	技術員	十六星期	110
餐飲從業員	操作工	十二星期	383
房務從業員	操作工	九星期	365

保險業訓練中心

全日制課程	程度	訓練期	完成訓練人數
各項保險業從業員以工作爲本的課程	—	一至五天	2440

珠寶業訓練中心

全日制課程	程度	訓練期	完成訓練人數
打金（西金）	技工	一年	*
打金（足金）	技工	一年	*
首飾鑲嵌	技工	一年	*

* 首批受訓者將於一九八八年中完成訓練

金屬品製造業訓練中心

全日制課程	程度	訓練期	完成訓練人數
機械技工	技工	一年	422

塑膠業訓練中心

全日制課程	程度	訓練期	完成訓練人數
塑膠技術員基本課程	技術員	一年	5
製模技工	技工	一年	28
樣本及模型製造技工	技工	一年	32
塑膠壓注模塑機調校技工	操作工	八星期	70
塑膠壓注模塑機操作工	操作工	四星期	247

Appendix 3

Precision Tooling Training Centre

Full-time Course	Level	Duration	No. Completed Training
Modular Courses for Serving Tooling Workers	Craft to Technician	4 weeks	49
Tool and Die Making	Craft	1 year	19
Mould and Die Making	Craft	1 year	14
Part-time Course			
Mould and Die Making	Craft	2 years	*

Printing Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Printing Technician	Technician	1 year	19
Computerized Phototype-setting	Craft	6 months	43
Graphic Reproduction	Craft	6 months	41
Machine Printing	Craft	6 months	80
Print Finishing	Operative	6 weeks	113
Part-time Course			
Print Production	Technician	1 year	16
Computerized Phototype-setting	Craft	1 year	31
Graphic Reproduction	Craft	1 year	13
Machine Printing (Offset Lithography)	Craft	1 year	14
Small Offset Printing Techniques	Craft	30 weeks	14
Original Assembly & Platemaking Techniques	Craft	10 weeks	13
Print Finishing Techniques	Operative	10 weeks	13

Seamen's Training Temporary Centre

Full-time Course	Level	Duration	No. Completed Training
Modular Courses for Sea-farers	Operative	1½ to 10 days per module	168
Pre-sea Training Course	Operative	16 to 23 weeks	29

Textile Industry Training Centre

Full-time Course	Level	Duration	No. Completed Training
Textile Technician in Fabric Production	Technician	1 year	*
Textile Mechanic (Weaving)	Craft	6 months	62
Textile Mechanic (Knitting)	Craft	6 months	40
Weaver	Operative	8 weeks	82
Fabric Repairer	Operative	8 weeks	34
Drawing-in Worker	Operative	8 weeks	36
Part-time Course			
Maintenance of Computerized Flat Knitting Machines	Craft	30 evenings	44

Welding and Related Trades Training Centre

Full-time Course	Level	Duration	No. Completed Training
Basic Welding Craft Course	Craft	1 year	*
Basic Welding Operative Course	Operative	15 weeks	166

* First batch of trainees will complete training in mid 1988.

精密工具製造訓練中心

全日制課程	程度	訓練期	完成訓練人數
各項現職工具製造技工單元課程	技工至技術員	四星期	49
精密工具及工模製造	技工	一年	19
精密塑膠工模製造	技工	一年	14
部份時間制課程			
精密塑膠工模製造	技工	兩年	*

印刷業訓練中心

全日制課程	程度	訓練期	完成訓練人數
印刷基本技術員	技術員	一年	19
電腦排字技工	技工	六個月	43
照相影版技工	技工	六個月	41
柯式印刷技工	技工	六個月	80
裝訂操作工	操作工	六星期	113
部份時間制課程			
印刷生產技術證書	技術員	一年	16
電腦排字技術證書	技工	一年	31
照相影版證書	技工	一年	13
柯式印刷技術證書	技工	一年	14
小型柯式印刷技術證書	技工	三十星期	14
原稿處理及柯式製版技術證書	技工	十星期	13
裝訂操作技術證書	操作工	十星期	13

海員訓練臨時中心

全日制課程	程度	訓練期	完成訓練人數
各項航海單元課程	操作工	每項單元一天半至十天	168
航海前訓練	操作工	十六至二十三星期	29

紡織業訓練中心

全日制課程	程度	訓練期	完成訓練人數
基本紡織技術員（織品製造）	技術員	一年	*
梭織機械技工	技工	六個月	62
針織機械技工	技工	六個月	40
織布技術	操作工	八星期	82
修布技術	操作工	八星期	34
織布穿綜筘技術	操作工	八星期	36
部份時間制課程			
電腦針織扁機維修	技工	三十晚	44

焊接業訓練中心

全日制課程	程度	訓練期	完成訓練人數
焊接技工課程	技工	一年	*
焊接工課程	操作工	十五星期	166

* 首批受訓者將於一九八八年中完成訓練

Appendix 4
附錄四

Management Structure of Technical Institutes
工業學院的管理結構

Structure for the Management of the Technical Institutes — Policy Formulation, Planning and Academic Structure
職業訓練局有關工業學院政策制訂、策劃及學務等方面的管理結構

Enrolments Statistics of Technical Institutes
工業學院的學生人數

Appendix 5
附錄五

Enrolments in the Technical Institutes in 1987/88 Academic Session (As at 1 November 1987)
工業學院一九八七/八八學年學生人數 (以一九八七年十一月一日爲準)

Discipline 學科	Full-time 全日制		Part-time Day-release 日間部份時間課讀制		Part-time Evening 夜間部份時間制	
	T	C	T	C	T	C
Technical 工業科	**3 715**	**2 683**	**3 011**	**8 682**	**7 729**	**6 726**
Applied Science 應用科學	140	—	198	—	256	107
Clothing 製衣	230	80	268	156	304	408
Computing Studies 電腦	397	—	285	—	288	274
Construction 營造	386	214	537	1 533	1 432	833
Electrical Engineering 電機工程	295	708	295	1 484	1 175	1 573
Electronic Engineering 電子工程	746	413	465	431	1 789	1 230
Industrial Technology 工業技術	150	75	71	123	223	217
Marine Engineering and Fabrication 輪機工程及構造	65	63	22	80	47	118
Mechanical Engineering 機械工程	1 092	869	508	3 071	1 209	1 317
Motor Vehicle Engineering 汽車工程	—	72	179	1 153	235	330
Printing 印務	74	80	60	427	265	113
Textile 紡織工業	140	109	123	224	506	206
Non-technical 非工業科	**2 626**	**1 389**	**878**	**1 213**	**7 386**	**6 556**
Accountancy 會計	514	—	138	—	2 335	1 859
Commercial Studies 商業	1 256	845	437	36	3 915	—
General Studies 文理工學	37	427	30	743	322	4 536
Design 設計	606	36	119	267	477	161
Hotel-keeping and Tourism Studies 酒店經營及旅遊	213	81	154	167	337	—
Technical and Non-technical 工業及非工業科	**6 341**	**4 072**	**3 889**	**9 895**	**15 115**	**13 282**

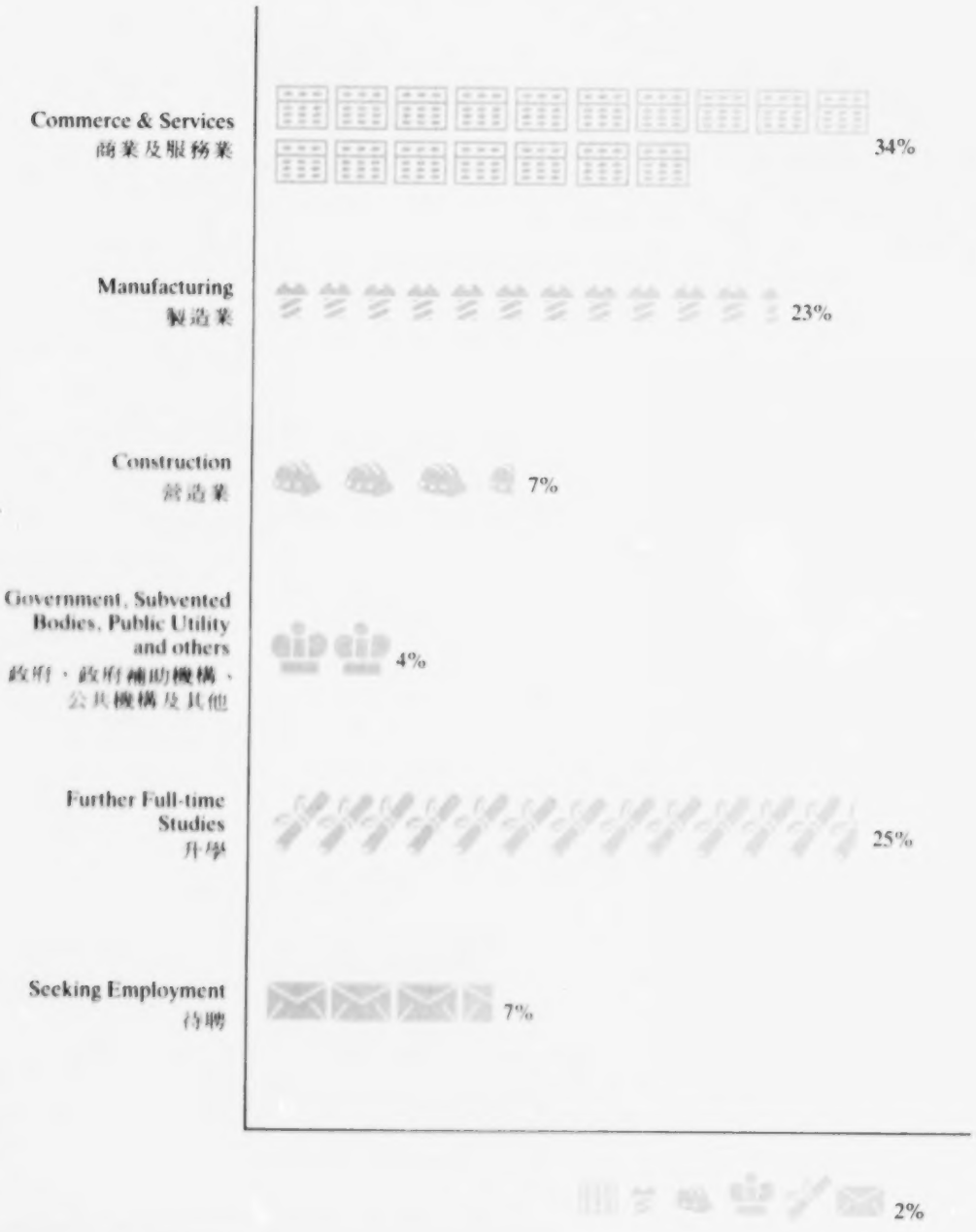
Key: T: Technician or Post-Secondary 5 Level
註： 技術員級（即中五以上程度）

C: Craft or Post-Secondary 3 Level
技工級（即中三以上程度）

Appendix 6
附錄六

Technical Institute Graduates Employment Chart
工業學院畢業生升學及就業情況

Employment and Occupation of Graduates from Technical Institute Full-time Courses as at October 1987
一九八七年十月間工業學院全日制課程畢業生的升學就業情況



Certificate of the Director of Audit
核數署署長證明書

I have examined the attached Statement of Assets and Liabilities and Statement of Receipts and Payments of the Vocational Training Council together with the attached Statement of Assets and Liabilities and Statement of Receipts and Payments of the Vocational Training Council Provident Fund in accordance with the provisions of Section 18(3) of the Vocational Training Council Ordinance. I have obtained all the information and explanations that I have required and I certify as a result of my audit that in my opinion the attached Statements are correct.

R.J. Hutt
Acting Director of Audit

Audit Department
Hong Kong
15 August 1988

本人已按照職業訓練局條例第十八條第（三）款的規定，分別審核了職業訓練局的資產負債表和收支報表，以及該局公積金的資產負債表和收支報表。凡審核時所需的一切資料及解釋，本人均已獲得，現認爲上述各表均正確無訛，特此證明。

韓智
署理核數署署長

香港核數署
一九八八年八月十五日

Appendix 8
附錄八

Statement of Receipts and Payments
收支報表

Statement of Receipts and Payments for the Year Ended 31 March 1988
截至一九八八年三月三十一日止的收支報表

1986/87 Actual 實數 $			Note 附註	1987/88 Actual 實數 $
3,622,797.82	Cash at Bank as at 1.4.87	一九八七年四月一日的銀行存款		6,712,694.85
	Receipts	**收入項目**		
	Revenue	**收入**		
	Subventions from Government	**政府補助**		
335,000,000.00	Recurrent	經常費用		403,000,000.00
	Non-Recurrent	非經常費用		
154,715,000.00	Building Programme	建築計劃		51,330,000.00
53,603,000.00	Capital Items	建設項目		56,220,000.00
35,485,427.54	Other Income	其他收益	(1)	39,978,806.65
578,803,427.54				550,528,806.65
	Other Receipts	**其他收入項目**		
3,294,347.20	Self-Supporting Short Course	自負盈虧短期課程	(2)	4,704,659.80
36,218,338.73	Deposits	保證金	(3)	29,230,589.21
893,806.95	Advances	預付款項	(4)	2,236,352.38
3,000,000.00	Investment	投資	(8)	15,000,000.00
622,209,920.42				601,700,408.04
	Payments	**支出項目**		
	Expenses	**開支**		
341,912,586.68	Recurrent	經常開支	(5)	434,046,050.01
	Non-Recurrent	非經常開支		
172,523,468.29	Building Programme	建築計劃	(6)	50,265,808.66
63,097,331.75	Capital Items	建設項目	(7)	53,427,815.32
577,533,386.72				537,739,673.99
	Other Payments	**其他支出項目**		
3,148,462.63	Self-Supporting Short Course	自負盈虧短期課程	(2)	4,462,272.58
26,888,839.87	Deposits	保證金	(3)	27,896,680.39
1,483,746.70	Advances	預付款項	(4)	3,025,933.87
10,065,587.47	Recurrent Grant refunded to Government	退還給政府的經常撥款	(9)	28,572,840.86
619,120,023.39				601,697,401.69
6,712,694.85	Cash Balance as at 31.3.1988	一九八八年三月三十一日的現款結存		6,715,701.20

Statement of Assets and Liabilities
資產負債表

Statement of Assets and Liabilities as at 31 March 1988
一九八八年三月三十一日的資產負債表

1986/87 $			Note 附註	1987/88 $
	Assets	**資產**		
77,000,000.00	Time Deposits	定期存款	(8)	**62,000,000.00**
1,208,431.27	Advances	預付款項	(4)	**1,998,012.76**
6,712,694.85	Cash at Bank	銀行存款		**6,715,701.20**
84,921,126.12				**70,713,713.96**
	Liabilities	**債項**		
28,572,840.86	Recurrent Account	經常帳	(9)	**8,932,756.64**
10,438,881.31	Building Programme Account	建築計劃帳	(6)	**11,503,072.65**
13,943,031.06	Capital Items Account	建設項目帳	(7)	**16,735,215.74**
30,968,923.77	Deposits	保證金	(3)	**32,302,832.59**
997,449.12	Self-Supporting Short Course Account	自負盈虧短期課程帳	(2)	**1,239,836.34**
84,921,126.12				**70,713,713.96**

* The notes on pages 56 to 61 are an integral part of these accounts.
第五十六頁至六十一頁的附註乃此帳目的一部份。

K.C. CHAN
Chairman
Vocational Training Council
21 July, 1988

陳鑑泉
職業訓練局主席
一九八八年七月二十一日

Notes to Financial Statements
財務報表附註

Notes to Financial Statements for the Year Ended 31 March 1988
截至一九八八年三月三十一日止的財務報表附註

1986/87 Actual 實數 $			1987/88 Actual 實數 $
	1. Other Income	其他收益	
10,533,678.93	Interest Income	利息收入	7,733,636.47
23,247,744.00	Tuition Fees	學費	29,793,727.00
292,502.10	Sales of Products	產品出售	426,493.60
120,430.70	Hire of Accommodation	出租地方收益	112,278.09
1,291,071.81	Miscellaneous	雜項	1,912,671.49
35,485,427.54			39,978,806.65
	2. Self-Supporting Short Course Account	自負盈虧短期課程帳	
851,564.55	Balance as at 1.4.1987	一九八七年四月一日的結存	997,449.12
	Receipts	**收入項目**	
3,294,347.20	Tuition Fees	學費	4,704,659.80
4,145,911.75			5,702,108.92
	Payments	**支出項目**	
1,899,267.50	Lecturers Fees	講師薪酬	2,860,610.51
223,281.82	Overtime Allowances	逾時工作津貼	252,097.53
62,523.00	Advertising and Publicity	廣告及宣傳費用	56,253.00
111,900.00	Printing	印刷	146,073.50
12,150.00	Postage	郵費	14,904.00
197,425.00	Consumable Materials and Tools	消耗性物料及工具	385,830.00
91,295.00	Hire of Outside Centres	租用外間中心費用	69,901.55
273,556.18	Administrative Overhead Expenses	行政開支	524,591.08
–	Transport and Travelling	運輸及交通	3,600.00
–	Insurance	保險	892.67
277,064.13	Surplus Transfer to VTC	撥歸職業訓練局的盈餘	147,518.74
3,148,462.63			4,462,272.58
997,449.12	Balance as at 31.3.1988	一九八八年三月三十一日的結存	1,239,836.34

1986/87 Balance as at 31.3.87 一九八七年三月三十一日的結存 $			1987/88 Total Receipts 總收入 $	Total Payments 總支出 $	Balance as at 31.3.88 一九八八年三月三十一日的結存 $
	3. Deposits	保證金			
16,828,522.89	Contract Gratuities Retention	尚未發出的合約期滿酬金	18,385,060.94	15,788,679.36	19,424,904.47
13,177,810.24	Building Contract Retention	尚未發出的建築合約費用	977,937.50	4,770,225.43	9,385,522.31
962,590.64	Miscellaneous	雜項	9,223,636.18	7,248,561.31	2,937,665.51
–	Outside Work	外間工作	48,200.00	48,200.00	–
–	Trade Test Account	技能測驗帳	5,037.59	5,037.59	–
–	ASIC Scheme	專用集成電路設計訓練計劃	580,000.00	28,381.20	551,618.80
–	Sports Facilities Account	運動設施帳	10,717.00	7,595.50	3,121.50
30,968,923.77			29,230,589.21	27,896,680.39	32,302,832.59
	4. Advances	預付款項			
150,000.00	Passage Deposit with Treasury	存於庫房的旅費款項	1,023,137.47	1,123,137.47	250,000.00
53,784.42	Advances to Staff	預付職員的款項	497,116.12	549,666.95	106,335.25
671.61	Expenditure paid on behalf of Government	代政府支付的開支	28,119.79	28,152.81	704.63
–	Imprest Account	備用款項	32,500.00	32,500.00	–
1,003,975.24	Miscellaneous	雜項	654,811.94	1,291,809.58	1,640,972.88
–	Private Works Account	私人工程帳	667.06	667.06	–
1,208,431.27			2,236,352.38	3,025,933.87	1,998,012.76

1986/87 Actual 實數 $			1987/88 Actual 實數 $
	5. Recurrent Expenses	經常開支	
	Staff Expenses	**職員開支**	
165,644,933.74	Salaries	薪金	**210,731,997.65**
3,167,229.68	Allowances	津貼	**3,962,367.56**
29,700,908.42	Fringe Benefit	附帶福利	**41,993,049.31**
2,935.30	Staff Relief and Welfare	職員濟急及福利	**2,946.40**
675,042.95	Staff Training	職員訓練	**711,123.64**
35,215,354.96	Temporary Staff	臨時僱員	**44,208,526.80**
36,045,719.18	Staff On-cost to Government	支付予政府職員的間接費用	**37,452,309.31**
270,452,124.23			**339,062,320.67**
	Operating Expenses	**經常費用**	
539,914.52	Administration	行政費用	**561,801.79**
1,758,180.45	Advertising and Publicity	廣告及宣傳費用	**2,358,819.45**
3,969.34	Bank Charges	銀行收費	**5,308.63**
6,274,449.37	Light and Power	燈光及電力	**8,319,158.90**
5,338,6[illegible].86	Hire of Services	租用服務	**6,602,034.48**
76,905.40	Insurance	保險	**103,749.99**
810,395.00	Student Grants	學生助學金	**1,297,290.00**
419,378.68	Postage	郵費	**496,072.40**
1,103,318.44	Printing	印刷	**1,524,987.61**
3,036,576.80	Library Books and Publications	圖書及刊物	**3,865,440.20**
1,267,882.14	Staff Recruitment	職員招聘	**1,605,256.49**
9,234,914.91	Rents and Rates	租金及差餉	**11,588,295.11**
6,862,511.29	Repairs and Maintenance	維修費用	**11,435,008.78**
22,365,900.29	Stores	物料	**29,771,539.62**
375,137.10	Telephone and Telegram	電話及電報	**418,147.18**
11,448,832.65	Trainees 'Expenses	受訓者開支	**14,029,573.62**
427,796.21	Transport and Travelling	運輸及交通	**514,574.32**
115,763.00	Removal Expenses	搬遷費用	**447,462.97**
–	Student Community Activities Expenses	學生團體活動開支	**39,207.80**
71,460,462.45			**94,983,729.34**
341,912,586.68	Recurrent Expenses	經常開支	**434,046,050.01**

1986/87 $			$	1987/88 $
	6. Building Programme Account	建築計劃帳		
28,247,349.60	Balance as at 1.4.1987	一九八七年四月一日的結存		**10,438,881.31**
154,715,000.00	**Add:** Subvention Received	**加上：**所得補助		**51,330,000.00**
182,962,349.60				**61,768,881.31**
	Less: Payments	**減去：**支出		
2,147,197.75	Kwai Chung Training Centre Complex	葵涌訓練中心綜合大樓	**94,154.28**	
461,702.26	Kowloon Bay Training Centre Complex	九龍灣練中心綜合大樓	**98,249.25**	
33,174,713.19	Tuen Mun Technical Institute	屯門工業學院	**2,910,939.70**	
57,474,695.01	Sha Tin Technical Institute	沙田工業學院	**1,463,409.60**	
67,870,308.35	Chai Wan Technical Institute	柴灣工業學院	**22,215,394.68**	
24,121.30	Modification of four Technical Institutes for the Disabled	四間工業學院適應弱能學生的更改工程	**1,013,773.38**	
428,208.48	Alteration, Addition and Improvement to Buildings	建築物的更改加建及改善工程	**1,477,823.19**	
111,178.66	Alteration, Addition and Improvement to Premises at Little Sai Wan	小西灣建築物的更改加建及改善工程	**148,482.71**	
8,699,970.22	Permanent Seamen's Training Centre	永久海員訓練中心	**20,159,023.19**	
193,665.74	Fitting Out of Insurance Training Centre	保險業訓練中心的裝修	–	
1,055,000.00	Fitting Out of Gas Industry Training Centre	氣體燃料業訓練中心的裝修	–	
194,167.65	Fitting Out of Precision Tooling Training Centre	精密工具製造訓練中心的裝修	**131,854.72**	
302,373.54	Fitting Out of Electronic Data Processing Training Centre	電子資料處理訓練中心的裝修	**178,118.95**	
–	Fitting Out of Jewellery Industry Training Centre	珠寶業訓練中心的裝修	**188,424.11**	
700.00	Additional Floors to Kwai Chung Technical Institute and Kwun Tong Technical Institute	葵涌工業學院和觀塘工業學院加建樓層	**26,102.60**	
385,466.14	Re-organization of Technical Institutes' Departments and Facilities	工業學院學系及設施的重組	**73,974.05**	
–	Re-development of Morrison Hill Technical Institute Annex	摩理臣山工業學院附屬建築物的重建	**86,084.25**	**50,265,808.66**
10,438,881.31	Balance as at 31.3.1988	一九八八年三月三十一日的結存		**11,503,072.65**

1986/87 $			$	1987/88 $
	7. Capital Items Account	建設項目帳		
23,437,362.81	Balance as at 1.4.1987	一九八七年四月一日的結存		**13,943,031.06**
53,603,000.00	**Add:** Subvention Received	**加上：**所得補助		**56,220,000.00**
77,040,362.81				**70,163,031.06**
	Less: Payments	**減去：**支出		
4,945,788.71	Plant and Machineries	廠房及機械	**788,973.47**	
4,038,001.43	Tools and Equipment	工具及設備	**254,094.43**	
196,982.62	Furniture	傢具	**21,270.00**	
85,000.00	Motor Vehicle	汽車	–	
151,876.32	Fitting Out of Office Accommodation and Equipment for New VTC Headquarters	職業訓練局新總辦事處的裝修及設備	**70,240.88**	
–	Fitting Out of Temporary Offices for New Technical Institutes and Training Centres	新工業學院和訓練中心臨時辦事處的裝修	**47,521.24**	
225,432.00	Purchase of PABX System in Training Centres	訓練中心購置專用自動小交換機	–	
23,992.74	Fitting Out for the Management Development Centre of Hong Kong	香港管理專業發展中心的裝修	–	
2,562,111.94	Furniture and Equipment for Existing Buildings	現有建築物的傢具及設備	**2,347,356.02**	
50,868,145.99	Furniture and Equipment for New Projects	新建築物的傢具及設備	**49,898,359.28**	**53,427,815.32**
13,943,031.06	Balance as at 31.3.1988	一九八八年三月三十一日的結存		**16,735,215.74**
	8. Time Deposits	定期存款		
80,000,000.00	Outstanding Time Deposits as at 1.4.1987	一九八七年四月一日未提取的定期存款		**77,000,000.00**
	Less: Net Deposits uplifted during the year	**減去：**年內提取的存款淨額		
5,278,000,000.00	Total amount uplifted	提取總額	**3,901,000,000.00**	
5,275,000,000.00	Total amount placed	存入總額	**3,886,000,000.00**	**15,000,000.00**
77,000,000.00				**62,000,000.00**

1986/87 $			$	1987/88 $
	9. Recurrent Account	經常帳		
10,065,587.47	Amount due to Government as at 1.4.1987	一九八七年四月一日應付還政府的數目		**28,572,840.86**
	Add: Surplus of Recurrent Subvention for 1987/88	**加上：** 一九八七／八八年度經常補助的盈餘		
	Subvention	補助	**403,000,000.00**	
28.572,840.86	Other Income	其他收益	**39,978,806.65**	
			442,978,806.65	
38,638,428.33	Expenses	開支	**434,046,050.01**	**8,932,756.64**
				37,505,597.50
	Less: Other Payments made in 1987/88	**減去：** 一九八七／八八年度的其他支出		
10.065,587.47	Amount due to Government as at 1.4.1987	一九八七年四月一日應付還政府的數目		**28,572,840.86**
28,572,840.86	Amount due to Government as at 31.3.1988	一九八八年三月三十一日應付還政府的數目		**8,932,756.64**
	10. Fixed Assets, Stores and Equipments	固定資產、物料及設備		
	The expenditure on stores, equipment, building programmes and other capital assets, etc. charged to recurrent and non-recurrent expenses is written off during the year.	記帳於經常及非經常開支內的物料、設備、建築計劃及其他固定資產等支出，已於年內勾銷。		

Appendix 8
附錄八

Provident Fund
公積金

Statement of Receipts and Payments for the Year Ended 31 March 1988
職業訓練局公積金截至一九八八年三月三十一日止的收支報表

1986/87			Note 附註		1987/88
$				$	$
	Provident Fund as at 1.4.1987	**一九八八年四月一日的公積金**			
2,868,055.09	Deposit Account at Manulife	存於加拿大宏利人壽保險公司的款項	(1)		**7,400,987.80**
	Receipts	**收入**			
3,379,535.24	Vocational Training Council Contributions	職業訓練局供款		**6,910,360.26**	
1,126,382.82	Members' Subscriptions	會員供款		**2,303,453.51**	
165,338.03	Interest Income	利息收入	(4)	**1,204,465.95**	
4,671,256.09					**10,418,279.72**
	Payments	**支出**			
65,305.03	Withdrawals of Subscriptions and Interest by Members	會員提取的供款及利息		**411,785.74**	
73,018.35	Administration Charges	行政費用		**135,094.14**	
138,323.38					**546,879.88**
4,532,932.71	Net Receipt for the Year	本年的收入實數			**9,871,399.84**
	Provident Fund as at 31.3.1988	**一九八八年三月三十一日的公積金**			
7,400,987.80	Deposit Account at Manulife	存於加拿大宏利人壽保險公司的款項			**17,272,387.64**

Provident Fund
公積金

Statement of Assets and Liabilities as at 31 March 1988
職業訓練局公積金一九八八年三月三十一日的資產負債表

1986/87 $			Note 附註	1987/88 $
	Assets	**資產**		
7,400,987.80	Deposit Account at Manulife	存於加拿大宏利人壽保險公司的款項	(1)	**17,272,387.64**
	Represented by	**上述款項分別屬**		
233,535.77	Reserve Account	儲備帳目	(2)	**1,451,829.36**
	Members' Accounts	會員帳戶	(3)	
5,363,438.73	Vocational Training Council Contributions with Interest	職業訓練局供款及利息		**11,795,313.70**
1,787,813.68	Members' Subscriptions with Interest	會員供款及利息		**3,931,772.06**
16,199.62	Ex-Members' Accounts	前會員帳戶		**93,472.52**
7,400,987.80				**17,272,387.64**

K. C. CHAN
Chairman
Vocational Training Council
21 July, 1988

陳鑑泉
職業訓練局主席
一九八八年七月二十一日

Provident Fund
公積金

Notes to Financial Statements for the Year Ended 31 March 1988
職業訓練局公積金截止一九八八年三月三十一日止的財務報表附註

1. Fund Manager

The Council has appointed The Manufacturers Life Insurance Company (Manulife) as fund manager of the Council's Provident Fund since 1 July 1984.

公積金管理人

本局已於一九八四年七月一日委托加拿大宏利人壽保險公司管理局方的公積金。

2. Reserve Account 儲備帳目

			1987/88
		$	$
Balance at 1.4.1987	一九八七年四月一日的結存		233,535.77
Forfeited Contributions	沒收供款	609,055.63	
Interest Income	利息收入	1,204,465.95	1,813,521.58
			2,047,057.35
Less:	**減去：**		
Interest credited to Members' Accounts	存入會員帳戶的利息	460,133.85	
Administration charges	行政費用	135,094.14	595,227.99
Balance at 31.3.1988	一九八八年三月三十一日的結存		1,451,829.36

3. Members' Accounts

The Council's contributions and members' subscriptions are accumulated with interest at the rates of 5.4% p.a. compounded half yearly on 31.7.1986 and 5.0% p.a. on 31.1.1987, 31.7.1987 and 31.1.1988.

會員帳戶

職業訓練局供款及會員供款在一九八六年七月三十一日按複利年息百分之五點四結算。在一九八七年一月三十一日、一九八七年七月三十一日及一九八八年一月三十一日，每半年結算一次，年息則爲百分之五。

4. Interest Income

Interest income is the interest earned from Deposit Account at Manulife for the two years, i.e. $378,775.86 for 1986/87 and $825,690.09 for 1987/88.

利息收入

利息收入指存於加拿大宏利人壽保險公司的款項於一九八六／八七年度及一九八七／八八年度所賺取的利息，即分別爲$ 378, 775. 86及$ 825, 690. 09。

HONG KONG: THE FACTS

VOCATIONAL TRAINING

MARCH 1988

A developing manufacturing and financial centre such as Hong Kong requires a steady supply of trained manpower. Providing more and better opportunities for vocational training is the only effective way of meeting this demand.

With this in mind, the Government in 1982 set up the Vocational Training Council (VTC). Its prime objective is to ensure that Hong Kong has the educated and trained manpower it requires as it continues to move up-market and its economy continues to diversify.

The scope is vast. Surveys in 1987 showed that about 875 300 people were working in manufacturing industries, 647 600 in wholesale/retail, import/export and restaurant/hotel trades, 209 900 in finance, insurance, real estate and business services, and 71 300 in construction. Increasing use of modern technology in all spheres of work means that workers need more sophisticated skills.

Vocational Training Council: The Vocational Training Council, established by the Governor under the Vocational Training Council Ordinance, has both advisory and executive functions and duties. It not only advises the Government on the measures necessary to ensure a comprehensive system of technical education and industrial training suited to the developing needs of Hong Kong but also institutes and develops schemes for training operatives, craftsmen, technicians and technologists to improve industry, commerce and services. Furthermore, the VTC establishes, operates and monitors technical institutes and industrial training centres.

The Council has a membership of 18 non-government members who are leading figures in industry, commerce and the service sector, educationists and representatives of workers, and four government officials, namely, the Secretary for Economic Services, the Director of Education, the Commissioner for Labour, and the Director of Technical Education and Industrial Training who is also its Executive Director.

Training Boards/Committees: On the advice of the Council, the Governor has set up 19 training boards and seven general committees to assist it.

The training boards determine manpower needs, prepare job specifications and design training programmes and guidelines for trade tests for their industries or commercial sectors. They cover all the major economic activities including accountancy; automobile; banking; building and civil engineering; clothing; electrical; electronics; hotel, catering and tourism; insurance; jewellery; journalism; machine shop and metal working; merchant shipping; plastics; printing; shipbuilding and ship repair; textile; transport and physical distribution; and wholesale/retail and import/export trades.

The general committees are responsible for specific training areas common to more than one sector of the economy. These areas are apprenticeship and trade testing, electronic data processing training, management and supervisory training, precision tooling training, training of technologists, translation and technical education.

Technical Institutes: There are eight technical institutes, which are operated and maintained by the VTC. They are Morrison Hill Technical Institute, Kwai Chung Technical Institute, Kwun Tong Technical Institute, Haking Wong Technical Institute, Lee Wai Lee Technical Institute, Tuen Mun Technical Institute, Sha Tin Technical Institute and Chai Wan Technical Institute. An academic and management structure involving not only academics but also prominent members of industry and commerce is responsible for the planning and organisation of academic activities in the technical institutes which continue to provide an increasing range of courses.

The technical institutes offer courses at two distinct levels, namely, craft or post-Secondary 3 level and technician or post-Secondary 5 level. The courses are either full-time, part-time day-release and part-time evening. Short courses are also run. The main disciplines include electrical engineering, mechanical engineering, motor vehicle and marine engineering, applied science, industrial technology, construction, computing, textiles, clothing, design, printing, hotelkeeping and tourism as well as commercial and general studies. Many of the technician (i.e. diploma and certificate) courses are validated by the Business and Technician Education Council of the United Kingdom.

In the 1987/88 academic year, the eight technical institutes enrolled a total of about 10 400 full-time, 14 400 part-time day-release and 28 400 part-time evening students.

There is a computer centre each at the Lee Wai Lee, Tuen Mun, Sha Tin and Chai Wan Technical Institutes. Each centre serves two institutes. In addition to having terminals linked to a computer centre, every institute is also equipped with microcomputers. Equipment for the teaching of computer-aided design and draughting is also available.

All the technical institutes built before 1982 either have been or are being enlarged to upgrade their teaching facilities and student amenities to a level comparable to those of the new institutes, namely, Sha Tin, Tuen Mun and Chai Wan.

Upon full development, the eight technical institutes together will have places for 12 600 full-time, 20 000 part-time day-release and 32 000 part-time evening students.

Training Centres: The VTC has set up 12 industrial training centres in two large complexes located in Kowloon Bay and Kwai Chung to provide basic off-the-job training and up-grading training in a number of trades relating to the automobile, electrical, electronics, gas, hotel, jewellery, machine shop and metal working, welding, plastics, printing, textile and preci-

sion tooling industries. The level of courses ranges from operative to technologist. Each year about 9 000 workers are trained in these centres.

To cater to the needs of the commercial and service sectors, the VTC has also set up the Insurance Training Centre, the Electronic Data Processing Training Centre and the Banking Training Centre. These centres provide both basic as well as upgrading courses for employees at all levels in their sectors.

The Seamen's Training Centre set up at Tai Lam Chung provides training to serving local seamen and new recruits to enable them to meet the mandatory standard required by the International Convention on Standard of Training, Certification and Watchkeeping for Seafarers.

The Management Development Centre of Hong Kong has been established to improve the quality and quantity of management in Hong Kong. To this end, the centre undertakes and co-ordinates management research to meet the changing needs of management in all sectors of Hong Kong industry and commerce, develops materials and organises programmes and other activities to meet those needs. The centre also co-ordinates and promotes management development and training activities at all levels and for all sectors. The centre operates an information centre to offer support to management trainers and the business and academic communities.

To ensure that Hong Kong has an adequate supply of well trained engineers, the Council operates a training scheme, the Engineering Graduate Training Scheme, to assist engineering graduates in obtaining the practical training they need to complete their training as engineers and attain professional status. As an incentive to employers to participate in the scheme, the VTC currently subsidises the monthly salaries of the graduates. Employers taking part in the scheme are required to provide their engineering graduates with 18 months of supervised practical training to a standard acceptable for the corporate membership of the major professional engineering institutions. The VTC has set up a Technologist Training Unit which assists employers taking part in the scheme. The unit operates a placement service to help employers recruit graduates for training and also assist graduates in finding training opportunities. With effect from April 1985, the scheme has been extended to cover sandwich course students receiving approved training in industry.

Apprenticeship Scheme: The Apprenticeship Ordinance, which came into force in 1976, requires a young person to enter into a contract of apprenticeship if he is aged under 19 and engaged in a designated trade.

The contract must be registered with the Director of Technical Education and Industrial Training. Contracts of apprentices engaged in non-designated trades may also be registered voluntarily with the Director. There are currently 42 designated trades ranging from mould and die maker/repairer, fitter, machinist, electrician, refrigeration/air-conditioning mechanic, clothing and textile machine mechanic, vehicle mechanic, construction plant mechanic, printing machine operator, furniture maker, gas utilisation fitter, goldsmith or hotel cook (Western-style).

The Apprenticeship Section of the Technical Education and Industrial Training Department is responsible for administering the Ordinance. Its duties include advising and assisting employers in the employment and training of apprentices, ensuring that training is properly carried out, helping to resolve disputes arising out of registered contracts, and co-operating with the technical institutes to ensure that apprentices receive the necessary complementary technical education. The number of new apprenticeship contracts registered in 1987 totalled about 4 900.

Course of instruction for apprentices, normally on a part-time day-release basis, are provided at either the technical institutes or the Hong Kong Polytechnic.

Vocational Training for the Disabled: The Technical Education and Industrial Training Department operates two government skills centres and administers three subvented vocational training centres for disabled persons. These centres provide a total of about 750 full-time training places of which about 240 are in centres with residential facilities. There are plans to increase this figure to about 1 400 places by 1994 with 500 in centres with residential facilities.

A comprehensive range of courses are offered in the skills centres at the operative level in addition to bridging courses; the former type provides trainees with employable skills while the latter prepares them for integration into mainstream technical education. The International Labour Organisation training concept of Modules of Employable Skills is used in these training courses enabling trainees to progress at their own individual pace.

Every effort is made to place disabled persons into a suitable training course which matches their abilities, aspiration as well as job prospects. Each year a number of disabled persons enter directly into technical institute courses. At present some 100 disabled students are in courses in the technical institutes and are provided with special supportive services during their studies.

The department also provides additional supportive services through its Vocational Assessment Centre and Technical Aids and Resource Centre. The former evaluates a disabled person's aptitude, potential and abilities before developing an individual vocational training plan for him. The latter designs and produces work adaptations and technical aids with the aim of improving his job prospects and training achievements.

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Seamen's Training Centre

INTRODUCTION

The International Maritime Organisation's Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978 (STCW) was extended to Hong Kong on 3rd November 1984. Since that date Hong Kong has undertaken all steps necessary to give the Convention full and complete effect, so as to ensure that, from the point of view of safety of life and property at sea and the protection of the marine environment, seafarers on board ships are qualified and fit for their duties. This includes the obligation to make appropriate arrangements for training and certification.

CENTRE

With the approval of the Hong Kong Government, the Vocational Training Council has established a Seamen's Training Centre at Tai Lam Chung, New Territories. The centre will provide training courses for new entrant ratings and modular and certificate courses for local serving seafarers.

The Centre is located on 1.6 hectares of ground on the coast between Tsuen Wan and Tuen Mun. The site is bounded on one side by a sheltered water frontage leading to Castle Peak Bay.

BUILDINGS AND FACILITIES

The Centre complex comprises the following facilities within the buildings:

Type	No.
Classrooms	10
Display Rooms	3
Specialist Workshops	4
Specialist Stores	4
Sick Bay	1
Visual Aids Room	1
Mess Room and Assembly Room	1
Galley	1

Various other Administrative Offices, Storerooms, and Dangerous Goods Stores

In addition, the following facilities are available for training seamen in specific aspects:

- Steel mock-up ship structure, pump room, fire bays and oil pit for training in fire fighting
- Helicopter landing pad
- Survival drill tank for swimming lessons and liferaft work equipped with an overhead gantry for helicopter rescue training
- Boiler room
- Bridge simulator
- Lookout simulator
- Engineroom control simulator
- MacGregor hatch with derricks and winches
- Lifeboat platform fitted with two sets of davits and lifeboats and one single arm liferaft davit plus a further three lifeboats and rescue boat at moorings.
- Forecastle simulator with mooring buoy
- Hoisting crane
- Ship's wheel, transmitter and steering motor simulator

There are also areas available for open air training and recreational activities.

CAPACITY

The Centre has a capacity to train 200 new entrants and serving seafarers on various courses at any one time under the management of a staff of 37. With 22 fortnightly intakes of 20 new entrant trainees for a course lasting 16 weeks, or 23 weeks for General Purpose seamen, it is expected that the Centre will turn out about 440 trained new entrants and 600 in-service seafarers, both officers and ratings, each year.

COST

The cost of the buildings, fitting out and equipping the Centre amounted to about HK$30 million.

TRAINING

The Centre has been established to provide the Merchant Service with a regular supply of seamen ratings trained to meet the exacting standards required of ships' crews these days. It will also offer refresher courses, for example, Fire Fighting and First Aid to serving seafarers and two certificate courses, Efficient Deck Hand and Proficiency in Survival Craft, both of which are necessary as seamen progress to more senior posts. The training stresses the essentials of safe working practices, discipline and teamwork. It also offers a useful medium to cultivate the basic principles of human relationships and social responsibility.

Staff monitor new entrants' progress carefully and where appropriate they are encouraged to study for higher Certificates of Competency.

The basic 16 week training programme covers the following aspects:

Training Modules	**Duration**
Elementary Pre-sea Training	19.5 days
Personal Survival Techniques	2.5 days
Fire Fighting	5.5 days
Tanker Familiarization	5.5 days
Basic Seamanship/Basic Engineering	27.5 days
Proficiency in Survival Craft	11 days
* Navigational Watchkeeping/ Engine Room Watchkeeping	11 days
First Aid at Sea	5 days
Efficient Deck Hand	11 days
* G.P. Conversion Courses	
Length of Course for New Entrants	
Junior Seaman	16 weeks
Junior Motorman	16 weeks
Junior General Purpose	23 weeks

No component period of each module is repeated. 100% attendance is therefore required for successful completion of any module.

ALLOWANCE

Training is free of charge for new entrants and individual seafarers. Corporate or statutory bodies will be charged a fee. New entrant trainees will be given an allowance during their training. All are required to pay for their own meals. No residential facilities are available since the Centre is easily reached by public transport.

ADDRESS

Seamen's Training Centre,
Castle Peak Road, Tai Lam Chung, Tuen Mun, N.T.
Tel.: 0-4583833

職業訓練局

海員訓練中心

導言

國際海事組織一九七八年制訂的航海人員培訓、發證及值班標準公約(STCW)，於一九八四年十一月三日在本港正式生效。當局爲充份履行公約規定，自該日起已實行各種必須措施，確保航海人員均具備合適資歷，宜於擔任船上職務，以便能夠保障海上生命財產及保護海洋環境。上述措施亦包括設立一適當的海員培訓及發證制度。

中心

職業訓練局獲政府批准，在新界大欖涌設立海員訓練中心，爲新入行海員提供航海前訓練，以及爲本港在職海員舉辦單元及證書課程。

中心佔地一點六公頃，位於荃灣及屯門之間的海旁，一邊有水道通往青山灣。

中心建築及設施

設施	數目
課室	10
陳列室	3
專科工場	4
特別貯物室	4
醫療室	1
視聽教材室	1
餐樓暨禮堂	1
厨房	1

若干行政辦公室、貯物室及危險物品貯藏室

此外，中心尚有下列設備，可供各種專門訓練使用：

- 模擬鋼船結構、泵艙、供滅火訓練用的救火實習場地及油池
- 直昇機着陸台
- 供游泳訓練及救生筏操作用的逃生訓練池，水池並設有高空橋形台架，可作模擬直昇機拯救訓練用途
- 鍋爐房
- 模擬船橋
- 模擬瞭望台
- 模擬機房控制裝置
- 麥氏艙蓋連吊杆、絞車
- 救生艇平台，台上裝有兩個連救生艇的吊架，以及一個單臂式救生筏吊架；另外尚會有三艘救生艇及拯救船在碇泊處
- 模擬船首樓連繫泊浮筒
- 升降起重機
- 船舵及模擬舵機

中心亦有空地作露天訓練及康樂活動之用。

學額

中心共有職員三十七人，可以同時容納二百名新入行及在職海員修讀各項訓練課程。依每年招生二十二次，每隔兩星期招生一次，每次錄取二十名申請人修讀十六週的基本課程或二十三週的全能海員課程來計算，預算中心每年可訓練出四百四十名新海員；此外，中心每年尚可爲六百名在職海員，包括初級及高級航海人員提供訓練。

費用

中心的建築、內部裝置及購買設備費用共達港幣三千萬元。

訓練

中心設立的目的，是長期爲航海業培訓所需人才，並確保受訓海員符合現時航海工作的嚴格標準。中心亦會爲在職海員舉辦複修課程（例如消防訓練、救傷）及證書課程（例如精練甲板人員、救生船隻操作技能）— 兩者均爲海員晉升所必須修讀的課程。航海工作殊非容易，因此，中心會特別着重工作安全、紀律及合作性等方面的訓練，同時亦會教導學習人際關係的基本原則，以及培養其社會責任感。

中心職員亦密切留意新入行海員的進度，並於適當時鼓勵及指導學員繼續進修，以便取得高級海員證書。

爲期十六星期的基本訓練課程包括以下單元：

訓練單元	受訓期
出海前知識初階	十九天半
個人求生技能	兩天半
消防訓練	五天半
油輪知識	五天半
基本船藝／基本輪機知識	二十七天半
救生船隻操作技能	十一天
＊甲板值班知識／機房值班知識	十一天
海上急救	五天
精練甲板人員	十一天

＊值班牌課程

新入行海員課程：

初級甲板部海員	十六星期
初級機房部海員	十六星期
初級全能海員	二十三星期

任何單元均不會重複，故此學員的出席率必須滿百分之一百，始可獲准畢業。

津貼

新入行海員及個別海員學費全免。社團或法定機構則須繳付學費。新入行海員在受訓期間會獲得津貼，但所有學員必須自付膳食費用。此外，由於中心交通便利，故並無宿舍設備。

地址

海員訓練中心

新界大欖涌青山公路　電話：0-4583833

Vocational Training Council

Industrial Training Centres

(Housed in the Kwai Chung Training Centre Complex)

9 1988

The Vocational Training Council operates a number of training centres to provide basic training facilities for the industry, commerce and services sectors of Hong Kong. Its Kwai Chung Training Centre Complex, located at 13-19 San Kwai Street, Kwai Chung, accommodates the following eight training centres:-

Electronics Industry Training Centre	**(Level 1)**
Automobile Industry Training Centre	**(Level 2)**
Electrical Industry Training Centre	**(Level 4)**
Machine Shop and Metal Working Industry Training Centre	**(Level 6)**
Textile Industry Training Centre	**(Level 7)**
Welding and Related Trades Training Centre	**(Level 7)**
Jewellery Industry Training Centre	**(Level 8)**
Gas Industry Training Centre	**(Level 9)**

The training centres are designed to simulate real-life industrial conditions. The aim is to enable trainees to receive practical training in a working environment similar to that which they will encounter in their working life. The curricula are prepared in accordance with the needs of industry and commerce; both theory and practice are equally emphasized. Upon completion of training, trainees will be able to enter relevant trades or become apprentices and receive further training on the job.

The training centres provide courses of different levels ranging from technician (or post-Form Five level), craft (or post-Form Three level) to operative. Evening courses designed for those in employment who wish to raise the standard of their techniques or to acquire new skills are also conducted. The eight training centres offer some 30 full-time and part-time courses of various durations, from four days to 44 weeks.

The following courses are currently conducted by the training centres:-

Course Title	Duration	Number of Trainees Per Year
Electronics Industry Training Centre		
Electronics Craftman Foundation Course	44 weeks	120
Electronics Manufacturing (General Electronics)/ (Semiconductor) Course	6 weeks	80
Short Extension Courses	11-22 evenings	30
Leader (Electronics Manufacturing) Course	15 evenings	70
Basic QC/QA Course	15 evenings	80
Automobile Industry Training Centre		
Vehicle Technician (Automobile Engineering)	44 weeks	16
Vehicle Technician (Body Repair and Refinishing)	44 weeks	16
Vehicle Mechanics	44 weeks	180
Vehicle Electrician	44 weeks	20
Vehicle Body Repairer	44 weeks	45
Vehicle Painter	22 weeks	60
Automotive Air Conditioning System Servicing	5 days	20
Fuel Injection Equipment System Servicing	8 days	20
Vehicle Safety Inspection	3 days	10
Vehicle Painting	10 days	10
Testing of Electrical and Electronic Ignition	4 days or 15 evenings	20
Automobile Testing Equipment	10 evenings	10
MIG Welding	10 evenings	5
Electrical Industry Training Centre		
Electrician/Electrical Fitter	44 weeks	120
Refrigeration/Air-conditioning Mechanic	44 weeks	64
Lift Mechanic/Lift Electrician	44 weeks	36
Part-time Electrician/Electrical Fitter Upgrading Course (Safety)	20 evenings	960
Part-time Lift Mechanic/Lift Electrician Upgrading Course (Safety)	20 evenings	160
Part-time Air-conditioning Course	20 evenings	200
Machine Shop and Metal Working Industry Training Centre		
Basic Mechanical Engineering Craft	44 weeks	290
Textile Industry Training Centre		
Basic Textile Technician (Fabric Production)	44 weeks	24
Textile Mechanic (Weaving)	44 weeks	72
Textile Mechanic (Knitting)	44 weeks	36
Weaver	8 weeks	144
Fabric Assessment & Quality Control	12 weeks	80
Woven Fabric Preparation	12 weeks	40
Maintenance of Computerized Flat Knitting Machine	30 evenings	48
Woven Fabric Analysis & Design	20 evenings	60
Knitted Fabric Analysis & Design	20 evenings	60
Shuttleless Weaving Loom Maintenance	30 evenings	48
Welding and Related Trades Training Centre		
Basic Welding Craft Course	44 weeks	30
Basic Welding Course	15 weeks	210
Jewellery Industry Training Centre		
Goldsmith (K-gold)	44 weeks	90
Goldsmith (Fine Gold)	44 weeks	30
Precious Stone Setter	44 weeks	30
Gas Industry Training Centre		
Gas Utilization Fitter	44 weeks	36
Gas Installer	7 days or 26 evenings	60 200
Gas Pipe Installation	5 days	60

Full-time trainees are not required to pay any fees but are given a training allowance to help defray their living expenses. Upon completion of training, career counselling and job placement services are made available for those needing them. Evening trainees are required to pay a deposit which is refunded after successful completion of training.

The Kwai Chung Training Centre Complex, located on a site of 6 700 m^2, has a total floor area of 29 000 m^2. The cost of building and equipping the complex was over HK$140 million. The complex has some common facilities for the use of all eight training centres. These include a canteen, an assembly hall, a library, conference rooms and a first-aid room. In addition, sports and recreational facilities are provided for the use of trainees.

For further information on courses offered by the training centres, please contact:-

Kwai Chung Training Centre Complex,
13-19 San Kwai Street, Kwai Chung, New Territories
Hong Kong Tel.: 0-204253

職業訓練局

工業訓練中心

（葵涌訓練中心綜合大樓）

職業訓練局設有多個訓練中心，爲本港工業、商業及服務行業提供更多基本訓練設施；設於葵涌新葵街十三至十九號葵涌訓練中心綜合大樓內的訓練中心共有八間：

電子業訓練中心	（第一層）
汽車業訓練中心	（第二層）
電機業訓練中心	（第四層）
金屬品製造業訓練中心	（第六層）
紡織業訓練中心	（第七層）
焊接業訓練中心	（第七層）
珠寶業訓練中心	（第八層）
氣體燃料業訓練中心	（第九層）

各訓練中心的裝置與設備，均盡量模擬行業的實際工作情況，使學員能在逼真的工作環境中接受實務訓練。課程內容按照工商業實際需要釐訂，理論與實務兼備，完成訓練後，學員即可加入有關行業工作，亦可成爲學徒，接受進一步在職訓練。

各訓練中心提供課程之程度不同，計有以下各種：技術員級或中五程度；技工級或中三至中五程度；操作工級及爲在職人士提高技術水平或學習新技能而設的夜間課程。八間訓練中心共提供三十多項全日制及部份時間制課程，受訓期由四天至四十四星期不等。

各訓練中心開辦課程：

名稱	訓練期	每年訓練額
電子業訓練中心		
電子技工課程	四十四星期	120
電子嵌製（普通產品）/（半導體）課程	六星期	80
短期延伸課程	十一至廿二晚	30
組長課程	十五晚	70
基本品質控制課程	十五晚	80
汽車業訓練中心		
汽車技術員（汽車工程）	四十四星期	16
汽車技術員（車身修理）	四十四星期	16
汽車機械工	四十四星期	180
汽車電工	四十四星期	20
車身修理工	四十四星期	45
汽車噴漆工	廿二星期	60
汽車冷氣系統維修及保養	五天	20
柴油噴注系統維修及保養	八天	20
汽車安全檢驗	三天	10
汽車噴漆	十天	10
測試點火系統（包括電子點火）	四天或十五晚	20
汽車測試儀器的使用	十晚	10
惰性氣體式保護電弧焊接	十晚	5
電機業訓練中心		
電工/電氣打磨裝配技工	四十四星期	120
冷凝/空氣調節技工	四十四星期	64
電梯技工課程	四十四星期	36
電氣技工增修課程（安全守則）	二十晚	960
電梯技工增修課程（安全守則）	二十晚	160
冷氣技工增修課程	二十晚	200
金屬品製造業訓練中心		
機械技工	四十四星期	290
紡織業訓練中心		
基本紡織技術員（織品製造）	四十四星期	24
梭織機械技工	四十四星期	72
針織機械技工	四十四星期	36
織布技術	八星期	144
織品審定及品管	十二星期	80
梭織品準備工藝	十二星期	40
電腦自動橫機維修	三十晚	48
梭織品分析及設計	二十晚	60
針織品分析及設計	二十晚	60
無梭織布機維修	三十晚	48
焊接業訓練中心		
焊接技工	四十四星期	30
焊接工	十五星期	210
珠寶業訓練中心		
西金打金技工	四十四星期	90
足金打金技工	四十四星期	30
首飾鑲嵌工	四十四星期	30
氣體燃料業訓練中心		
用戶氣體燃料技工	四十四星期	36
氣體燃料安裝工	七天或二十六晚	60 200
氣體燃料喉管安裝	五天	60

全日制學員無須繳交學費，並可領取訓練津貼，受訓完畢後，有需要者可獲就業輔導及介紹。晚間課程學員須繳交留位費，完成訓練後退還。

葵涌訓練中心綜合大樓佔地六千七百平方米，樓面總面積達二萬九千平方米，建築及有關設備費用超過一億四千萬元。大樓設有多項設備，供各中心使用，包括食堂、禮堂、圖書館、會議室及救護室。此外，大樓亦有體育及康樂設施，供學員於課餘使用。

有關中心及課程查詢地點：
葵涌新葵街十三至十九號
葵涌訓練中心綜合大樓
電話：0-204253

Vocational Training Council

Industrial Training Centres

(Housed in the Kowloon Bay Training Centre Complex)

9/1988

The Vocational Training Council operates a number of training centres to provide basic training facilities for the industry, commerce and services sectors of Hong Kong. Its Kowloon Bay Training Centre Complex, located at 46 Tai Yip Street, Kowloon Bay, accommodates the following six training centres:-

Plastics Industry Training Centre	**(2nd Floor)**
Precision Tooling Training Centre	**(2nd Floor)**
Printing Industry Training Centre	**(3rd Floor)**
Machine Shop and Metal Working Industry Training Centre	**(5th Floor)**
Electronics Industry Training Centre	**(6th Floor)**
Hotel Industry Training Centre	**(7th Floor)**

The training centres are designed to simulate real-life industrial conditions. The aim is to enable trainees to receive practical training in a working environment similar to that which they will encounter in their working life. The curricula are prepared in accordance with the needs of industry and commerce. Upon completion of training, trainees will be able to enter relevant trades or become apprentices and receive further training on the job.

The training centres provide courses of different levels ranging from technician (or post-Form Five level), craft (or post-Form Three level) to operative. Evening courses designed for those in employment who wish to upgrade or update their skills are also conducted. The six training centres offer some 40 full-time and part-time courses of various durations.

The following courses are currently conducted by the training centres:-

Course Title	Duration	Number of Trainees Per Year
Electronics Industry Training Centre		
Electronics Technician Foundation Course	44 weeks	20
Electronics Craftman Foundation Course	44 weeks	120
Line Group Leader Foundation Course	18 weeks	80
Electronics Manufacturing (General Electronics/ Semiconductor) Course	6 weeks	120
Aligner-Tester/QC-QA Inspector Course	4 weeks	60
Short Extension Courses	11-22 evenings	90
Leader (Electronics Manufacturing) Course	15 evenings	105
Basic QC/QA Course	15 evenings	120
Hotel Industry Training Centre		
Food Preparation (Western Style)	44 weeks	45
Basic Front Office Service	16 weeks	150
Basic Food and Beverage Service	12 weeks	520
Basic Housekeeping Service	9 weeks	450
Restaurant Service	8 weeks (evening)	180
Preliminary Bartending	4 weeks (evening)	45
Accommodation Service	6 weeks (evening)	225
Plastics Industry Training Centre		
Basic Plastics Technician Course	44 weeks	10
Mould and Die Maker	44 weeks	55
Pattern and Model Maker	44 weeks	35
Plastics Injection Moulding Machine Setter	8 weeks	70
Plastics Injection Moulding Machine Operator	4 weeks	300
Preventive Maintenance and Servicing of Plastics Injection Moulding Machine	1 week	35
Basic Plastics Injection Mould Design	24 evenings	20
Effective Production in Plastics Injection Moulding Shop	10 evenings	60
Basic Plastics Material Knowledge for Injection Moulding	10 evenings	60
Machine Shop and Metal Working Industry Training Centre		
Basic Mechanical Engineering Craft Course	44 weeks	290
Precision Tooling Training Centre		
Precision Tooling Course in Plastic Mould and Die Making	44 weeks	10
Precision Tooling Course in Tool and Die Making	44 weeks	10
Precision Tooling Course in Plastic Mould and Die Making	88 weeks (evening)	20
Precision Tooling Course in Tool and Die Making	88 weeks (evening)	30
Short Courses in Selective Areas of Precision Tooling and CNC Machine Programming and Operation	4 weeks	132
Plastic Mould Design Course	36 weeks (1 day/week)	10
Tool and Die Design Course	36 weeks (1 day/week)	10
Printing Industry Training Centre		
Basic Technician Course	44 weeks	24
Computerized Letter-Assembly (Craft)	22 weeks	60
Graphic Reproduction (Craft)	22 weeks	96
Offset Printing (Craft)	22 weeks	88
Bookbinding (Craft)	22 weeks	24
Print Finishing (Operative)	4 weeks	120
Certificate in Print Production (Technician)	40 weeks (evenings)	15
Certificate in Letter Assembly (Craft)	40 weeks (evenings)	30
Certificate in Graphic Reproduction (Craft)	40 weeks (evenings)	12
Certificate in Offset Printing (Craft)	40 weeks (evenings)	12
Cetificate in Bookbinding (Craft)	40 weeks (evenings)	12
Certificate in Small Offset (Craft)	20 weeks (evenings)	24
Certificate in Introduction for Graphic Production (Craft)	10 weeks (evenings)	48
Certificate in Print Finishing (Operative)	10 weeks (evenings)	48

Full-time trainees are not required to pay any fees but they are given a training allowances to help defray their living expenses. Upon completion of training, career counselling and job placement services are made available for those needing them. Evening trainees are required to pay a deposit which is refunded after successful completion of training.

The Kowloon Bay Training Centre Complex, located on a site of 5700m^2, is a nine-storey building with a total floor area of 25000m^2. The cost of building and equipping the complex was over HK$130 million. The complex has some common facilities for the use of all the six training centres. These include a canteen, an assembly hall, a library, conference rooms and a first-aid room. In addition, sports and recreational facilities are also provided for the use of trainees.

For further information on courses offered by the training centres, please contact:-

Kowloon Bay Training Centre Complex,
46 Tai Yip Street, Kowloon,
Hong Kong
Tel.: 3-7506818

職業訓練局

工業訓練中心

（九龍灣訓練中心綜合大樓）

職業訓練局設有多個訓練中心，爲香港工業、商業及服務行業提供更多基本訓練設施；設於九龍灣大業街四十六號九龍灣訓練中心綜合大樓內的訓練中心共有六間：

塑膠業訓練中心	（二字樓）
精密工具製造訓練中心	（二字樓）
印刷業訓練中心	（三字樓）
金屬品製造業訓練中心	（五字樓）
電子業訓練中心	（六字樓）
酒店業訓練中心	（七字樓）

各訓練中心的裝置與設備，均盡量模擬行業的實際工作情況，使學員能在適當的工作環境中接受實務訓練，課程內容按照工商業實際需要釐定。完成訓練後，學員即可加入有關行業工作，亦可成爲學徒，接受進一步在職訓練。

各訓練中心提供課程之程度不同，計有以下各種：技術員級或中五程度；技工級或中三至中五程度；操作工級及爲在職人士提高技術水平或學習新技能而設的夜間課程。六間訓練中心共提供四十多項全日制及部份時間制課程。

各訓練中心開辦課程：

名稱	訓練期	每年訓練額
電子業訓練中心		
電子技術員基礎課程	四十四星期	20
電子技工課程	四十四星期	120
組長實務基礎課程	十八星期	80
電子嵌製（普通產品）/（半導體）課程	六星期	120
校整/測試員課程	四星期	60
短期延伸課程	十一至廿二晚	90
組長課程	十五晚	105
基本品質控制課程	十五晚	120
酒店業訓練中心		
西式廚務課程	四十四星期	45
客務從業員基本課程	十六星期	150
餐飲從業員基本課程	十二星期	520
房務從業員基本課程	九星期	450
餐廳服務	八星期（晚間）	180
初級調酒	四星期（晚間）	45
客房服務	六星期（晚間）	225
塑膠業訓練中心		
塑膠技術員	四十四星期	10
製模技工	四十四星期	55
樣本及模型製造技工	四十四星期	35
塑膠壓注模塑機調校技工	八星期	70
塑膠壓注模塑機操作工	四星期	300
注塑機預防性維修及保養	一星期	35
注塑工模基本設計	廿四晚	20
注塑工場管理	十晚	60
塑膠料基本知識（注塑）	十晚	60
金屬品製造業訓練中心		
機械技工課程	四十四星期	290
精密工具製造訓練中心		
精密塑膠工模製造技工	四十四星期	10
精密工具及工模製造技工	四十四星期	10
精密塑膠工模製造技工	八十八星期（晚間）	20
精密工具及工模製造技工	八十八星期（晚間）	30
短期單元課程（精密工具製造及電腦數控機床運用）	四星期	132
塑膠工模設計	三十六星期（每星期一天）	10
工具及工模設計	三十六星期（每星期一天）	10
印刷業訓練中心		
印刷技術員	四十四星期	24
電腦排字技工	廿二星期	60
照相影版技工	廿二星期	96
柯式印刷技工	廿二星期	88
書籍裝訂技工	廿二星期	24
裝訂操作工	四星期	120
印刷生產技術證書（技術員）	四十星期（晚間）	15
電腦排字技術證書（技工）	四十星期（晚間）	30
照相影版（平版印刷）證書（技工）	四十星期（晚間）	12
柯式印刷技術證書（技工）	四十星期（晚間）	12
書籍裝訂技術證書（技工）	四十星期（晚間）	12
小型柯式印刷技術證書（技工）	二十星期（晚間）	24
照相影版初階	十星期（晚間）	48
裝訂操作技術證書（操作工）	十星期（晚間）	48

全日制學員無須繳交學費，並可領取訓練津貼，受訓完畢後，有需要者可獲就業輔導及介紹。晚間課程學員須繳交留位費，完成訓練後退還。

九龍灣訓練中心綜合大樓佔地五千七百平方米，樓高九層，總樓面面積達二萬五千平方米，建築及有關設備費用超過一億三千萬元。大樓設有多項設備，供各中心使用，包括食堂、禮堂、圖書館、會議室及救護室。此外，大樓亦有體育及康樂設施，供學員於課餘使用。

有關各中心及課程查詢地點：
九龍灣大業街四十六號
九龍灣訓練中心綜合大樓　電話：3-7506818

Vocational Training Council

Electronic Data Processing Training Centre

INTRODUCTION

The Electronic Data Processing Training Centre was set up by the Vocational Training Council in 1986.

The purposes of the Centre are to meet the needs of fresh university graduates entering the computer profession; to provide work-related training for new entrants to gain initial experience; and to develop a systematic and in-depth training scheme to upgrade existing EDP professionals.

PRINCIPAL FUNCTIONS

Entry Level Courses

To provide training to new recruits for entering employment in the EDP profession through short, intensive and skill-oriented courses.

Upgrading Courses

To conduct periodic and task-specific upgrading training to serve EDP personnel to meet the current needs of the profession.

Course Development

To develop and enhance teaching materials suitable for use in the Hong Kong environment.

Consultancy

To advise other organizations in EDP training; to advise candidates attempting relevant EDP examinations; to advise on matters relating to certification of individuals on EDP skills; to provide related EDP consultancy services.

TRAINING PROGRAMMES

1. Courses for Fresh Graduates
   These courses are for suitably educated persons who wish to embark on a career in commercial EDP work as junior programmer/analysts.

2. Conversion Courses from Programmers to Systems Analysts
   This is a series of courses for converting experienced programmers into systems analysts. An attendee is expected to take one year or longer to complete the series with suitable practical working experience between courses.

3. Operator Upgrade Courses
   These are courses for practising operators to upgrade their technical knowledge. These courses will address the current need of the increasingly complex operating environment and the demand for more technically trained personnel in operation.

4. General Upgrading Courses for EDP Professionals
   These are technical courses on specific subjects for selected computers. Such topics as data base, data communiction, fourth generation languages, operating systems and EDP applications on large and small computers will be covered.

5. EDP Management Courses, End-User Courses & Update Seminars
   These courses are to develop EDP professionals and end-users for various roles in the EDP installation.

All courses will address specific needs of the EDP profession determined through frequent monitoring of trends in Hong Kong as well as overseas.

CAPACITY

The Centre can handle up to 120 new entrants per year. In addition, upgrading courses can handle about 2,000 EDP employees a year.

CENTRE STAFF

The Centre has a Manager and six Training Officers with recognized qualifications and extensive working experience in industry. They will be supported by part-time and occasional instructors. A Centre Secretary will manage a supporting staff of eight.

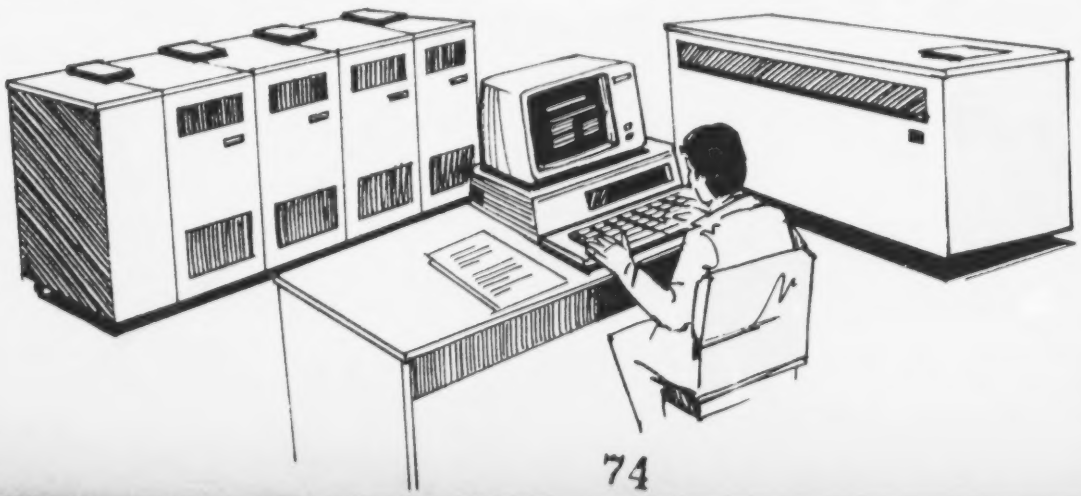
EQUIPMENT AND FACILITIES

- An IBM 4361 computer with 4MB memory and adequate fixed disk storage to support 45 terminals running VM/370 and DOS/VSE operating systems.
- 35 micro-computers for stand-alone operations, in local area networks and as intelligent terminals to mainframe.
- Five classrooms and laboratories with latest teaching equipment.
- A library and reading room with self-study facilities.
- Five syndicate/conference rooms.
- Latest audio/visual equipment.
- Other supporting facilities.

ENQUIRIES

Further information about the Centre, its training schedules, library and consulting services is available from:

804-812, Wing On Centre
111, Connaught Road Central
Hong Kong
Tel. No. 5-421678



電子資料處理訓練中心

引言

電子資料處理訓練中心是職業訓練局在一九八六年所設立。

設立訓練中心的目的，是爲應付大學新畢業生在加入電腦行業時的需要；並爲新入行者提供實務訓練及與工作有關的訓練，以便他們獲得初步經驗；此外，更爲本業在職的專業人士編製深入而有系統的訓練計劃，俾提高他們的技術水平。

主要工作

入職課程

透過以工作技能爲本的短期精修課程，爲新加入本業的人士提供訓練。

增修課程

爲本業的在職人士定期舉辦特別技能增修課程，以應付職業上的最新需要。

課程發展

發展及提高適合本港環境使用的教材。

諮詢服務

向本業的訓練機構及參加本業考試的人士提供意見。就頒發證書予個別人士以證明其在電子資料處理技能方面的造詣事宜提出建議。適當時，提供有關的電子資料處理諮詢服務。

訓練方案

1. **爲畢業生而設的課程**
   此等課程是爲受過適當教育，並有志在「電子資料處理商業應用」方面發展，成爲初級程序編製員／系統分析員的人士而設。

2. **由程序設計員轉爲系統分析員的轉職課程**
   這項課程由一系列課程組成，是爲有經驗的程序設計員而設，修畢課程後可轉爲系統分析員。預料學員需時最少一年才能完成全部課程。在各項課程之間，學員須從事適當的實際工作以吸取經驗。

3. **操作員增修課程**
   本課程是爲增加在職操作員的技術知識而設，旨在應付業內漸趨繁複的操作環境，以及對受過技術訓練的操作員日增的需求。

4. **電子資料處理專業人員的一般增修課程**
   此等技術課程的內容，包括若干類型電腦的專門項目，例如：資料庫、資料通訊、第四代語言、以及大小型電腦的操作系統及應用。

5. **電子資料處理管理課程、終端機用戶課程及電腦新知研討會**
   此等課程旨在培訓業內專業人材及終端機用戶，以便擔任電子資料處理系統內各種職務。

訓練中心將經常留意本業在香港及海外的趨勢，務使各項課程均符合本業的特定需求。

學額

本中心每年可訓練一百二十名新入行者，以及招收二千名業內僱員修讀增修課程。

中心職員編制

本中心有一名中心主任，以及六名持有大學學位並在業內有豐富工作經驗的訓練主任。中心不時亦會在本港和海外聘請兼職教導員。此外，中心有一名秘書，負責管理八名擔任一般事務的職員。

中心設施

- 附有4MB存貯器及充足固定式磁碟存貯器的IBM4361電腦，以應付四十五部終端機，以及VM/370和DOS/VSE操作系統。
- 微型電腦35台，可供獨立操作，聯接成地區網絡系統，或作爲電腦主機的智能終端機使用。
- 五間置有最新教學設備的課室和實驗室。
- 附有自學設施的圖書館及閱讀室。
- 五間小型研討室／會議室。
- 最新視聽設備。
- 一般設施。

查詢

有關本中心的其他詳情、所提供的訓練、以及圖書館及諮詢等服務，可向中心職員查詢：

香港干諾道中111號
永安中心804至812室
電話：5-421678

Vocational Training Council

The Management Development Centre of Hong Kong

8 1988

The Management Development Centre was set up by the Vocational Training Council in 1984.

The main purpose of the Centre is to improve the quality and quantity of management in Hong Kong, ensuring that it is capable of meeting changing needs, both in the short and the long term.

PRINCIPAL FUNCTIONS

The Centre has four principal functions:

Research

To operate as a research centre, undertaking or commissioning research projects to determine the needs for management and supervisory personnel in Hong Kong, to investigate management training needs, and to work closely with the existing management development institutions to improve the quantity and quality of management education and training in Hong Kong.

Development

To develop new teaching programmes and materials and management information which can be used by institutions and companies, and also to develop management trainers and teachers in their use of such materials.

Coordination

To coordinate with training boards, educational and training institutions, and professional associations in the design and use of an overall management development and training system to meet Hong Kong's needs.

Promotion

To promote effective management programmes, to encourage entrepreneurs and managers to participate in relevant activities, and to promote the use of management information developed by the Centre. Generally to provide management information and a body of skills in management development for use by Hong Kong companies, associations and teaching institutions.

SOME PROGRAMMES OF WORK

1. **Research Projects**

   Several projects are being managed by the Centre. These include research into the job characteristics and development needs of supervisors, in-company management development practices, and the development needs of management trainers.

2. **Distance Learning Projects**

   This new development activity will increase the learning opportunities for Hong Kong managers. The first project is to develop and test a modular programme with video back-up for owner-managers of small businesses. The second project relates to the needs of supervisors and managers in medium and large sized companies, both generally and in specific industry sectors.

3. **Management Teacher and Trainer Development Programme**

   A series of conferences and workshops which explore topics such as entrepreneurial and small business, management assessment, action learning, and new initiatives in management development.

4. **The General Management Programme**

   The GMP is designed to develop confident, professional general managers for Hong Kong business. Arrangements are being made to continue and extend this provision in collaboration with universities and colleges. The GMP emphasises the use of action learning as its methodology. It is proving to be an outstanding success.

5. **The Management Assessment Programme**

   This programme is being developed to evaluate managerial potential and to assist in the selection and development of individuals for increased management responsibility.

MDC INFORMATION SERVICES

- **Management literature** – MDC Information Services holds a specialized collection of management books, periodicals, papers, company reports and audio-visual materials. A variety of reference materials such as directories, bibliographies and statistical data are available. There is a carefully selected collection of learning packages for reference in facilitating in-company training and development.

- **Information on management courses, training and development programmes** – There is an extensive collection of brochures and handbooks issued by training and development organisations and institutions worldwide. They provide details of management programmes, their costs, duration, subject matter, contacts, and curricula. Some 130 programmes can be searched online by specifying any criteria such as cost, class size, level of management, etc.. Our publication "Management Diplomas And Degrees" is constantly updated to provide you with an up-to-date picture of management education in Hong Kong.

- **Bibliographies** – Bibliographies have been compiled for selected topics such as small business, case writing and action learning, and are available on request.

- **Databases** – The above materials, together with a number of online databases such as the management teachers and trainers and their research can provide factual information, relevant literature, or referral advice on aspects of management.

CENTRE STAFF

The Centre has a Director and a team of Senior Advisers, a Librarian, a Chinese Language Officer, a Centre Secretary and other support staff.

HOW TO USE OUR SERVICES?

If you have a query on management topics, telephone the Librarian during office hours (5-8932341 ext. 374 or direct line 5-8936180). If you prefer, you can send your enquiries by letter, or visit us at The Management Development Centre of Hong Kong, 17th Floor, Harbour Centre, 25 Harbour Road, Wanchai.

職業訓練局

香港管理專業發展中心

香港管理專業發展中心乃由職業訓練局於一九八四年成立，主要目的是改善香港在管理上的質與量，使能迎合不斷改善的需要。

主要工作

中心的主要工作有以下四項：

研究

作爲一個研究中心，負責進行或委託其他人士進行各種研究，以確定本港對管理及督導人員的需求；調查所需的各種管理訓練，並與現有的管理發展機構緊密合作，以改善本港管理教學及管理培訓的質與量。

發展

發展各種課程、教材與培訓方法，以供有關機構、公司參考及採用；並協助管理導師及培訓人員使用這些材料。

協調

與各訓練委員會、教育及訓練機構與及專業團體合作設計及使用一套全面的管理發展及培訓系統，以便迎合香港的需要。

推廣

向僱主及經理人員宣傳訓練管理及督導人員的價值；加強對小型企業發展需要的關注，並鼓勵創業人士和企業家參與有關活動；編製推廣資料、訓練及管理指南，以協助管理人士；並作爲一個管理資訊及培訓技術中心，爲本港的公司、團體及教育機構服務。

部份計劃

1. 研究計劃

中心現正進行數項研究計劃，其中包括研究督導人員的工作特徵及發展需要；公司內部管理發展方法及管理培訓人員的發展需求。

2. 遙距課程

這是一項新創的工作，將會爲本地管理人員增添學習機會。計劃共有兩項，第一項旨在爲小型企業東主及管理人士發展及試辦單元課程，並以視聽教材輔助。第二項的目標是爲了配合一般及個別行業的中型和大型公司督導及管理人員的需求。

3. 管理師資及培訓人員發展計劃

本中心主辦一連串會議及研討會，探討有關題目，例如：大型及小型企業、管理評估、行動學習法及管理發展新方向等。

4. 高層管理發展計劃

高層管理發展計劃特爲本港工商企業培訓更多具信心的高層專業管理人員。本中心更與本港大學及專上學院合作，擴展此項計劃。本計劃強調行動學習法的應用；推行以來，一直非常成功。

5. 管理人員評估計劃

此項計劃目的在於評估管理人員的潛質，協助遴選適當人選，加以訓練，俾承擔更大的管理責任。

資訊服務

資訊服務的內容

- **管理學文獻**——本中心專門儲存與管理學有關的書籍、期刊、論文、公司報告及視聽材料。各類參考資料，例如工商業名錄及指南、文獻目錄及統計資料等，亦有收存。此外，本中心更悉心收集了多種極具參考價值的學習套件，對推行公司內部管理培訓及發展，甚有幫助。
- **管理訓練及發展課程的資料**——本中心存有大量世界各地訓練機構及院校所刊印的課程簡介和手冊，內載各項管理課程的詳情如費用、日期、內容、聯絡辦法及課程大綱等等。約有一百三十項課程的資料，可利用電腦檢索，只須列出如費用、學員人數、管理等級等準則，便可查得所需資料。本中心所出版的「管理學文憑與學位」，內容經常修訂，以便能夠提供本港管理學教育的最新資料。
- **參考書目**——本中心編製了多個專題資料的參考書目，包括小型企業、個案編寫及行動學習等等，歡迎各界人士索閱。
- **資料庫**——除上述各項資料外，本中心尚設有若干關於管理導師、培訓人員，以及他們所進行各項研究的電腦資料庫，各界人士從中可以獲得與管理及管理培訓有關的資料、文獻及諮詢轉介等服務。

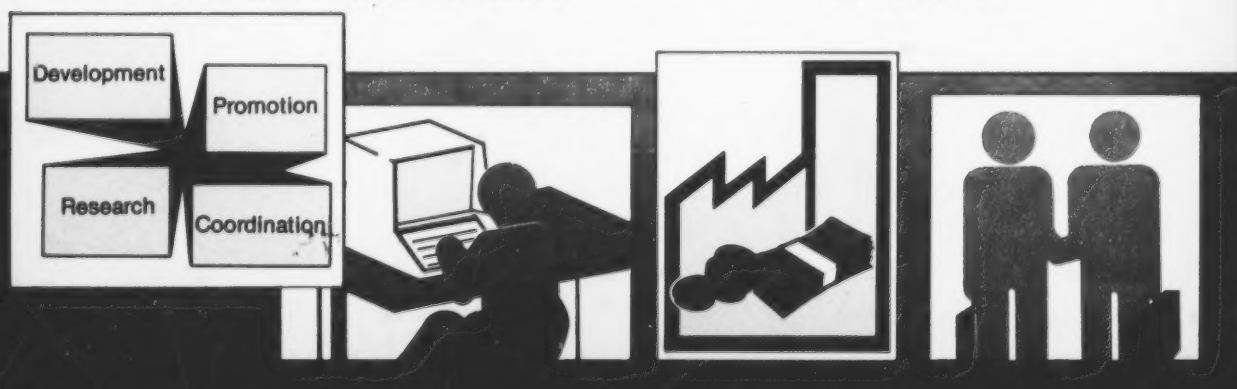
中心職員

中心設總監一名、高級顧問五名、圖書館主任一名、中文主任一名，另有中心秘書一名及其他輔助工作人員。

怎樣使用本中心的服務？

如欲查詢有關管理方面的資料，請於辦公時間內致電本中心圖書館主任（電話：5-8932341內線374或　直線電話：5-8936180）；此外亦可致函或親臨本中心查詢，地址如下：

香港灣仔港灣道廿五號
海港中心十七樓
香港管理專業發展中心



Vocational Training Council

Insurance Training Centre

9/1988

The Insurance Training Centre has been established under the aegis of the Vocational Training Council, an autonomous statutory body set up by the Government to ensure that there is an adequate supply of trained manpower to meet Hong Kong's developing needs.

The primary objective of the Centre is to train and develop insurance employees necessary to Hong Kong in close co-operation with industry, commerce and the Government as well as other local and overseas insurance training institutions. The Centre also acts as a centre for disseminating up-to-date insurance training information.

PRINCIPAL FUNCTIONS

The Centre has three main functions:

(i) to conduct training programmes for insurance personnel at all levels,

(ii) to organize courses to assist employees of insurance companies to pass professional examinations conducted by various insurance organizations, and

(iii) to sponsor insurance seminars and symposiums.

It is hoped that the Centre will act as a forum for the whole insurance industry in Hong Kong, for discussion and provision of appropriate training.

TRAINING PROGRAMME

To fulfil the above functions, the Centre arranges a programme along the following lines:

(i) About 45 repeatable short courses, arranged in series, such as "General Insurance", "Life Insurance" and "Reinsurance". The timing of the courses is flexible, some being for one or more full days; the longest course is five days. Others are part-time, usually late afternoon or early evening. Details of individual courses are shown on separate course sheets, available on request.

(ii) Rather longer courses, on a part-time day and evening basis, are arranged to assist with Hong Kong and overseas insurance qualification studies.

(iii) Periodic specialist lectures and workshops are arranged as appropriate, usually aimed at more senior levels. Details of these are given in the regular bulletin distributed to mailing list members.

Normally, no fees are charged for the programme. Exceptions could arise when experts from overseas are invited, but charges will be geared to expenses only.

The Centre aims to cater for approximately 2,000 trainees per year.

CENTRE STAFF

The Centre has a Centre Manager, two Training Officers and other support staff members. Courses are also conducted by qualified part-time lecturers.

PREMISES

The Centre is located on the 8th Floor, Malaysia Building, 50 Gloucester Road, Wanchai, Hong Kong, which is only a few minutes walk from the Wanchai MTR station. It occupies an area of about 300 sq.m. Apart from office areas, there are a number of classrooms, a conference room, a syndicate room, a library and a workshop.

ENQUIRIES

Further information about the Centre and its programme is available from the Centre Manager:

8th Floor, Malaysia Building,
50 Gloucester Road,
Wanchai,
Hong Kong.
Tel.: 5-8610669

職業訓練局

保險業訓練中心

職業訓練局是政府設立的獨立法定機構，以確保本港有足夠的訓練有素人材，來應付經濟成長所需。而保險業訓練中心則由職業訓練局，透過轄下的保險業訓練委員會開辦。

訓練中心主要在訓練本港保險業的各階層從業員，因此中心需要和政府、工商界以及其他保險業訓練組織，保持密切聯繫。此外，中心亦爲有需要人士，提供關於保險業訓練的最新資料。

主要工作

中心的主要工作如下：

(一)爲保險業各階層人員主辦訓練計劃；

(二)開辦課程，以協助保險公司的僱員考取各保險學會的專業資格；

(三)主辦有關保險業的研討會和座談會。

有關人士對中心之能夠成爲全港保險業的研討及訓練場所，都寄予厚望。

訓練課程

爲了達成上述任務，中心開辦下列課程：

(一)大約四十五門短期功課，分成系列而會重辦。其中有「一般保險」，「人壽保險」以及「分保保險」。時間有長有短，短至一天，長至數天，而最長的是五天。另外一些是部份時間的，通常在傍晚舉辦。中心有登載課程詳情的單張，以便索閱。

(二)日間部份時間或夜間的課程較長。這些功課的編排主要是爲了協助學員考取本地或海外的保險學會資格。

(三)不時爲資深人士舉辦的有專家講座及研討會。詳情登載在中心定期寄發的通訊上。

中心課程通常不收費，由海外請來專家主講的則會例外，不過亦按支出收費。

中心年中的訓練人次約二千。

訓練中心職員

訓練中心有中心主任一名，訓練主任兩名和數名其他職員。部份課程由資歷適合的兼職講師講授。

地點

訓練中心位於香港灣仔告士打道五十號馬來西亞大廈八樓，離灣仔地鐵站只有數分鐘路程。訓練中心佔地三百平方米，除辦公室外，還有會議室、討論室、圖書館和研習室各一間以及多間課室。

報名查詢

詳細課程資料及報名表格，可於下址索取：

香港灣仔告士打道五十號

馬來西亞大廈八樓

電話：5-8610669

Vocational Training Council

Technical Institutes

9/1988

Technical institutes are operated by the Vocational Training Council. Their main purpose is to provide craft and technician education to satisfy the needs of industry, commerce and the service sectors. At present, there are eight technical institutes in Hong Kong.

Morrison Hill Technical Institute 6 Oi Kwan Road, Wan Chai, H.K.	Tel.: 5-745321
Kwai Chung Technical Institute 20 Hing Shing Road, Kwai Chung, N.T.	Tel.: 0-246221
Kwun Tong Technical Institute 25 Hiu Ming Street, Kwun Tong, Kln.	Tel.: 3-7274331
Haking Wong Technical Institute 702 Lai Chi Kok Road, Cheung Sha Wan, Kln.	Tel.: 3-615161
Lee Wai Lee Technical Institute 30 Renfrew Road, Kowloon Tong, Kln.	Tel.: 3-383611
Tuen Mun Technical Institute Tsing Wun Road, Tuen Mun, N.T.	Tel.: 0-830066
Sha Tin Technical Institute 21 Yuen Wo Road, Sha Tin, N.T.	Tel.: 0-6066227
Chai Wan Technical Institute 30 Shing Tai Road, Chai Wan, H.K.	Tel.: 5-8971011

DISTRIBUTION OF TEACHING DISCIPLINES

The following table shows the various teaching disciplines at the technical institutes:

	Morrison Hill	Kwai Chung	Kwun Tong	Haking Wong	Lee Wai Lee	Tuen Mun	Sha Tin	Chai Wan
Applied Science								★
Clothing Industries			★					
Commercial Studies	★	★			★	★	★	★
Computing Studies					★	★	★	★
Construction	★			★		★		
Design					★		★	
Electrical Engineering	★	★	★	★	★	★	★	★
General Studies					★	★	★	★
Hotel-keeping and Tourism Studies				★				
Industrial Technology					★			
Marine Engineering and Fabrication				★				
Mechanical Engineering	★	★	★	★	★	★	★	★
Motor Vehicle Engineering			★		★			
Printing			★					
Textile Industries		★						

COURSES OFFERED

Courses provided by the technical institutes for both school leavers and for people in employment are offered at two levels: craft or post-Secondary 3 level and technician or post-Secondary 5 level. Attendance may be either full-time for one or two years or part-time for one to three years. The number of courses in all disciplines to be offered in the academic year 1988/89 will be around 320. Short courses of duration between 8 to 60 hours are also offered mainly to enable persons in industry, commerce or service sector to up-date their knowledge and skills.

FEES

Tuition fees depend on the level and duration of each course. For the 1988/89 session, the tuition fees will be $580 per academic year for full-time craft-level courses, and $2,700 for full-time technician-level courses payable in two instalments. For part-time courses, the annual fees will be within the range of $270—$900.

SCHOLARSHIPS, GRANTS AND TUITION FEE REMISSION

Scholarships donated by local commercial and industrial organizations are awarded to full-time students selected on the basis of their academic achievement whereas financial assistance in the forms of student grants and tuition fee remission are available to financially needy full-time students.

AWARD

Diplomas are awarded to students who successfully complete a two-year full-time technician-level course, and certificates are awarded following satisfactory completion of other regular courses. Most technician-level courses have been validated by the United Kingdom Business and Technician Education Council (BTEC) whose awards are recognized by many professional bodies and institutions as satisfying the educational requirements for membership.

STUDENT INTAKE

The total student population in the technical institutes in the 1988/89 academic year is estimated to be about 59100 of which 41700 will be new intake.

APPLICATIONS AND ADMISSIONS

The minimum entry requirement for most craft-level courses is completion of Secondary 3 education. For most technician-level courses the minimum entry requirement is four subjects at Grade E or above in the Hong Kong Certificate of Education Examination; or their equivalent.

Applications for admission to courses are open in May and July each year by means of advertisements in major newspapers.

ENQUIRIES

Further information on courses available, the content of each course, the minimum admission requirements etc., can be obtained from the technical institutes.

職業訓練局

工業學院

工業學院乃由職業訓練局所主辦，其設立之主要目的，在提供技工程度及技術員程度的工業教育課程，以應付工業、商業及服務行業的需要。目前，本港共有八間工業學院：

摩理臣山工業學院　　電話： 5-745321
香港灣仔愛群道六號

葵涌工業學院
新界葵涌興盛道二十號　　電話： 0-246221

觀塘工業學院
九龍觀塘曉明街二十五號　　電話：3-7274331

黃克競工業學院
九龍長沙灣荔枝角道七〇二號　電話:3-615161

李惠利工業學院
九龍九龍塘聯福道三十號　　電話： 3-383611

屯門工業學院
新界屯門青雲路　　電話： 0-830066

沙田工業學院
新界沙田源禾路二十一號　　電話：0-6066227

柴灣工業學院
香港柴灣盛泰道三十號　　電話：5-8971011

學科之分佈

各工業學院現時所開設的學科如下：

工業學院 / 學科	摩理臣山	葵涌	觀塘	黃克競	李惠利	屯門	沙田	柴灣
應用科學								★
製衣工業			★					
商業	★	★			★	★	★	★
電腦					★	★	★	★
營造	★			★		★		
設計					★		★	
電機工程	★	★	★	★	★	★	★	★
文理工學					★	★	★	★
酒店經營及旅遊				★				
工業技術					★			
輪機工程及構造				★				
機械工程	★	★	★	★	★	★	★	★
汽車工程			★		★			
印務			★					
紡織工業		★						

所提供的課程

各工業學院爲中三及中五畢業的學生以及在職人士提供的課程分爲兩種：即技工級或中三以上程度，及技術員級或中五以上程度。此等課程分全日制及部份時間制，前者修業期爲一至二年，後者則爲一至三年。一九八八／八九學年度各科課程約三百二十多項。此外，各工業學院亦提供短期課程，修讀期由八至六十小時不等，主要使工商界及服務行業的從業員獲得最新的知識及技術訓練。

學費

學費按課程的水平及修讀時間而定。於一九八八／八九學年度，全日制技工課程的全年學費爲五百八十元，而全日制技術員課程則爲二千七百元；兩者均分兩期繳交。至於部份時間課程，每年學費介乎二百七十元與九百元之間。

獎學金、助學金及減免學費

成績優良的全日制學生可以獲得由各工商機構捐助的獎學金；而經濟有需要的全日制學生可申請助學金及減免學費。

證書之授與

兩年全日制技術員課程的學生，修業期滿，成績及格，可獲頒發文憑。其他課程的學生，修業期滿，成績及格，則獲頒發證書。大部份技術員課程均獲英國商業及技術員教育局(Business and Technician Education Council)認可。該局所頒發的證書獲得甚多專業團體及學會承認，認爲其水準符合加入爲會員的學歷要求。

學生人數

各工業學院一九八八／八九學年度的學生總數，估計約爲五萬九千一百人，其中新生約佔四萬一千七百人。

申請及入學

大部份技工課程的最低入學資格爲中三程度，而大部份技術員課程的最低入學資格，則爲香港中學會考四科成績達E級或以上；或同等學歷。

各項課程的招生廣告於每年五月及七月在各大報章刊登。

查詢

有關各項課程的進一步資料、內容及最低入學資格等，可向各工業學院查詢。

The Banking Training Centre has been established under the Vocational Training Council, an autonomous statutory body set up by government to ensure that there is an adequate supply of trained manpower to meet the needs of Hong Kong's growing economy.

The Centre maintains links with banks and financial companies to gauge their training needs. Links are also maintained with institutions which provide and promote banking and financial education and training.

Objectives

Instead of offering the individual a broad educational programme, the Centre provides practical skills training directly related either to an employee's present job or to a new job which he or she will undertake in the immediate future.

The Centre is therefore dedicated to creating in trainees in the work place positive and immediate behavioural change which is visiable to, and enhances the profitability of, the employer.

Courses

To fulfil these objectives the Centre offers some 40 short in-service courses to employees of banks and deposit-taking companies in Hong Kong. Because it is important that the training should, except in special circumstances, be directly related to the individual's job, entry to courses is gained only upon nomination by employers.

Training Methods

The Centre's training is rigorously practical. As far as possible, all legal/technical studies are related to day-to-day banking by means of real-life case studies, practical exercise and hands-on experience in using, for example, electronic teller terminals and specimen pro-formas.

Computerization

The Centre has been equipped with an IBM System 36 computer upgraded to 2MB RAM. The banking and financial software chosen for the system is BIS Banking System's MIDAS which enables the Centre to emulate computerized operations in the following areas:

- Teller operations
- All types of accounts
- Import and export operations
- Lending
- Foreign exchange

A simulated banking operation has been set up physically to help ensure that trainees are oriented towards the idea that the skills developed and knowledge gained are applicable to their work.

Ten personal computers, linked to the System 36, have been installed.

Centre Staff

The Centre has a manager and seven training officers, all of whom have had relevant academic achievement supported by several years banking experience. A centre secretary with a staff of four is responsible for the administrative support of the training team.

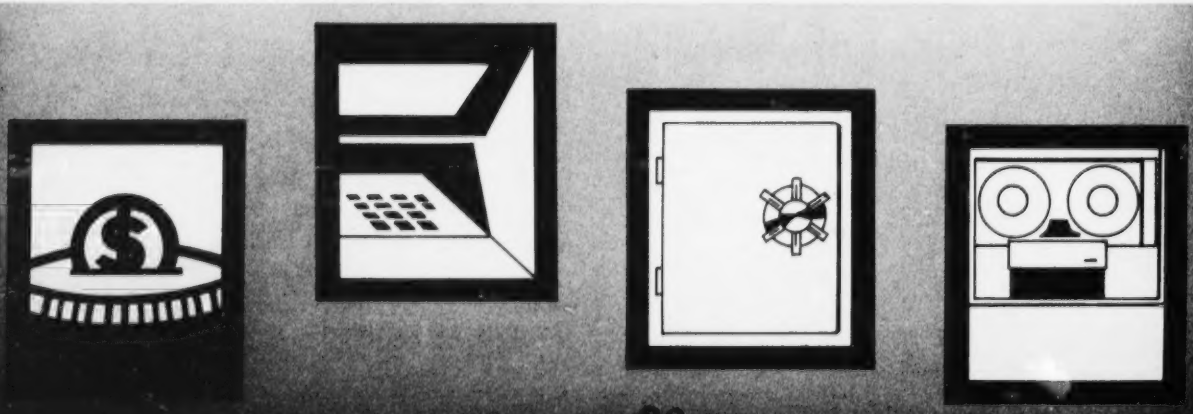
Premises

Five classrooms, a lecture room which can be simulated as a bank branch and administration areas have been provided on the 6th floor of the conveniently located Vicwood Plaza at 199 Des Voeux Road Central, Hong Kong.

Enquiries

Further information about the Centre and its programmes is available from the Manager:

Banking Training Centre
6th Floor, Vicwood Plaza
199 Des Voeux Road Central
Hong Kong
Telephone: 5-447163



政府設立獨立法定機構職業訓練局，以確保本港有足夠的訓練有素人材，來應付經濟成長所需。而銀行業訓練中心則由職業訓練局，透過轄下的銀行業訓練委員會開辦。

中心與銀行及財務機構維持接觸以獲悉訓練需求，亦與提供推廣銀行財務教育及訓練的組織保持聯繫。

目標

中心開辦的是實務技術訓練而非廣泛的教育課程。這訓練對僱員的現職或最近將來的新職有直接關係。

中心因此致力於在工場的受訓者身上創造正面而即時的行爲改變，而這改變對僱主是顯而易見更有利於收益的。

課程

中心爲達致此等目標，已爲香港的銀行及接受存款公司僱員提供約四十項短期在職課程。因訓練須對受訓者的工作有直接關連，故除特別情況外，選課者須由僱主提名。

訓練方法

中心的訓練極之實用。訓練人員並盡量透過現場個案、實務習作以及使用自動櫃員機及模擬單據的親身體驗，將有關法律及技術的學習和實際銀行業務連接起來。

電腦設備

中心裝備增強至2MB RAM的IBM系統36電腦，配上BIS的MIDAS銀行及財務系統軟件，可提供下列電腦運作訓練課程：

—櫃員業務
—各類銀行戶口
—進出口業務
—放款
—匯兌

中心設有模擬銀行分行運作，以便學員領會到在中心所獲致的技術及知識可以運用於本身工作上。

中心設有連接系統36的個人電腦十檯。

中心職員

中心主任及七位訓練主任均具備適當學歷及多年銀行經驗。中心秘書及另外四位職員則負責一般行政事宜。

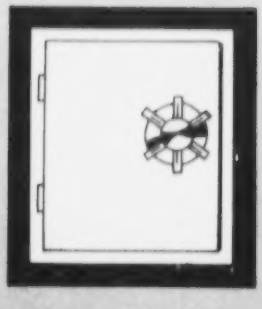
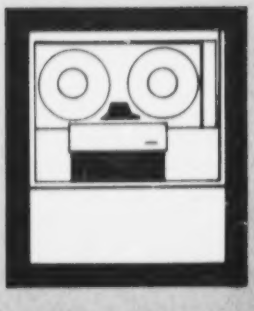
地點

中心位於香港中環德輔道中一九九號維德中心六樓，地點適中。中心有課室五間，並有可作模擬銀行分行用的演講室加上辦公地方。

查詢

有關中心的其他詳情及課程資料，可於下址索取：

香港中環德輔道中一九九號
維德中心六樓
銀行業訓練中心
電話：5-447163

Enquiries about the Vocational Training Council should be made to:
Information and Public Relations Section
Vocational Training Council
14th Floor
Harbour Centre
25 Harbour Road
Wanchai
Hong Kong

Telephone: 5-8932341

有關職業訓練局的資料，請向
新聞及公共關係組查詢：
地址：香港灣仔港灣道二十五號
海港中心十四樓
電話：5-8932341